

# Radiography Program Student Handbook



Vance-Granville Community College

Henderson, NC

(252)-492-2061

[www.vgcc.edu](http://www.vgcc.edu)

## Welcome Letter

Dear Student,

Welcome! We are pleased to have you as a member of the Radiography Program sponsored by Vance-Granville Community College. Many of our graduates are employed in Henderson and the surrounding area. We, at the College, are proud of their professional achievements. We hope that you will join their ranks in the future.

Each year, thirty-two students are admitted to the Radiography Program. This limit is determined by the number of Clinical Affiliates, the number of faculty, and the Joint Review Committee on Education for Radiologic Technology (JRCERT). Our goal is to prepare you for entry-level staff radiography positions. You, however, must complete the 21 months (about 2 years) of education satisfactorily and pass the national certification examination to practice as a registered radiographer.

We have prepared this handbook for your convenience. We hope the guide will be helpful in presenting the curriculum, policies, and guidelines for professional and academic behavior specific to the Radiography Program. General College information can be found in the current Vance-Granville Community College Student Catalog.

We wish you success as you enter your professional education and offer our assistance in helping you achieve your goals.

Sincerely,

Dr. Angela Thomas, RT(R), CCMA

Jamisha Twitty, BSRT(R)

Anthony Twisdale, BA, RT(R)

Stacey Mongelli, BSRT(R), CCMA

Logan Humphries, RT(R)(NM)

**Instructors reserve the right to modify course content and evaluation procedures, as they deem necessary. Likewise, they reserve the right to alter, amend, or otherwise modify program procedures. The student will be given a copy of the revised procedure(s) after adequate notification of the change.**

The Vance-Granville Radiography Program enrolled its first students in the fall of 1981. The program was developed and has remained consistent with the purpose and objectives of the college. With increasing accreditation standards and emphasis on academic education, it was felt the education of Radiographers would be better served through an institution of higher learning versus hospital-based radiography programs. Two of our current clinical affiliates, Duke Regional Hospital and Maria Parham Medical Center, had established hospital-based schools of Radiologic Technology for over 60 and 35 years, respectively. The Veterans Administration Medical Center, who had been associated with the Duke Medical Center's Hospital-based radiography program, joined as a clinical affiliate with Vance-Granville Community College upon the closing of the Duke Medical Center's program. The Associate of Applied Science Degree in Radiologic Technology at Vance-Granville Community College was developed to meet the need for radiographers that had been trained in institutions of higher learning and to meet the needs of the community.

The Radiography Program at Vance-Granville Community College utilizes a variety of clinical affiliates in the education of our students. Radiography students can rotate through hospitals, orthopedic offices, and outpatient centers to allow the students exposure to the different occupational environments and the variety of employment opportunities.

The program was awarded a 5-year accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT) and has maintained accreditation with the North Carolina State Board of Education. A program graduate will receive an Associate of Applied Science Degree in Radiologic Technology and is eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification examination. One who passes the ARRT examination, a national examination, receives certification as a registered radiologic technologist. This is noted by RT(R), Registered Technologist – Radiography, used after the technologist's name.

The JRCERT has developed standards that all programs must meet to remain accredited by their organization. These standards are regularly assessed and reviewed by the JRCERT and the Vance-Granville Community College radiography program. The radiography program at Vance-Granville Community College utilizes these standards to identify opportunities to improve the program and to better assist our students in the completion of their goals.

## College Mission Statement

Vance-Granville Community College educates, inspires, and supports a diverse community of learners to achieve professional and personal success.

## Radiography Mission Statement

The mission of the Vance-Granville Community College Radiography Program is to provide our students with a comprehensive education in radiography by which to prepare them to enter the radiographic profession as a competent entry-level radiographer.

## JRCERT Radiography Program Goals

**Goal 1: The radiography student will demonstrate clinical competency in skills related to the Radiography profession.**

1. Student Learning Outcome - The student will competently perform routine radiographic procedures.
2. Student Learning Outcome -The student will competently provide patient care.

**Goal 2: The radiography student will effectively utilize problem-solving and critical thinking skills in the performance of medical imaging procedures.**

1. Student Learning Outcome -The student will competently evaluate radiographs for appropriate positioning and image quality.
2. Student Learning Outcome -The student will demonstrate competence in non-routine examinations.

**Goal 3: The radiography student will be able to demonstrate appropriate communication skills.**

1. Student Learning Outcome -The student will demonstrate effective communication skills.
2. Student Learning Outcome -The student will demonstrate age-specific communication skills.

**Goal 4: The radiography student will accept responsibility for understanding the value of professional development and growth.**

1. Student Learning Outcome -The student will demonstrate appropriate professional behavior in the clinical education setting.
2. Student Learning Outcome -The student will understand the benefits of professional organizations and opportunities that foster development and growth.

**Goal 5: The radiography program will meet the needs of the community by providing qualified radiographers.**

1. Student Learning Outcome -The student will complete the program within 2 years.
2. Student Learning Outcome -The graduate will indicate satisfaction with preparation for employment.
3. Student Learning Outcome -The employer will indicate satisfaction with the graduate's performance.
4. Student Learning Outcome -The graduate will pass the American Registry of Radiologic Technologists (ARRT) credentialing examination.
5. Student Learning Outcome -The graduate will be employed in medical imaging within six months of graduation.

## The Joint Committee for Accreditation of Healthcare Organizations (TJC)

All the hospitals participate voluntarily in the accreditation program of the Joint Commission on Accreditation of Healthcare Organizations (TJC). This is evidence that these hospitals are well run, well organized, and well-staffed. Hospitals are members of The American Hospital Association and their respective state hospital associations.

Hospitals cooperating as clinical facilities with Vance-Granville Community College's Radiography program have designated Clinical Preceptors to oversee the clinical experiences of each student during his/her rotations.

## Student Accountability

While the goal of the Radiography Program is to have 100% completion and graduation rates, it is the responsibility of each student to achieve that individual goal. Students must be aware that without their continued diligence towards study time, practicing in the lab, and clinical setting, and appropriate preparation for each class period, this goal may not be achieved. To be successful, students should do their part by reviewing old material each day, preparing for future lectures by reading the chapter, making notes ahead of time, and finally, utilizing resources (Moodle, assigned readings, and instructors' office hours). Because the Radiography Program is a rigorous program, students are expected to attend class daily and on time, prepare themselves for the upcoming lecture, and actively participate in class. The Radiography Program can provide the tools necessary to be successful; however, students are responsible for their final destinies.

## Professional Organizations

Radiography students are strongly encouraged to join professional organizations. Student annual dues are at a reduced rate to facilitate membership and participation. Students will attend approved meetings at their own cost as part of their education.

### American Society of Radiologic Technologists (ASRT)

This national organization helps set the guidelines of education for our profession and keeps us updated with the latest information available on the profession. Publications include "Radiologic Technology" and "ASRT Scanner." [asrt.org](http://asrt.org)

### North Carolina Society of Radiologic Technologists (NCSRT)

The state organization that keeps us informed specifically about state and regional concerns relating to Radiologic Technology. Publications include "Tar Heel Highlights." [ncsrt.org](http://ncsrt.org)

## Policies and Procedures

Students enrolled in the Vance-Granville Community College Radiography Program will be responsible for observing college rules and regulations as stated in the current *VGCC Student Catalog*, *Radiography Program Student Handbook*, and the ASRT Code of Conduct. In addition, the clinical affiliates associated with the radiography program have their own rules and regulations students are expected to follow. To successfully matriculate through the radiography program, students will rotate through these clinical affiliates, which are located away from the college campus.

Failure to comply with the policies and procedures in this *Radiography Program Student Handbook* or the *VGCC Student Catalog* will result in adverse administrative actions. Students will sign a statement of agreement at the start of each academic year confirming the Radiography Student handbook has been read and each policy and procedure will be followed during their enrollment in the radiography program.

## FERPA – Family Educational Right and Privacy Act – See Student Catalog

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without written approval from the student. Exceptions to this practice are those types of information defined by law as “directory information.”

The directory information may be published or made available without the consent of the student. However, any student not wishing for any of these types of information released may request in writing to the Dean of Students that it not be released.

## Religious Observance Policy – See Student Catalog

The Board of Trustees grants each student two days of excused absences per academic year for religious observances. For the absence to be an excused absence, students must notify the College in writing within two weeks of the beginning of any class and/or course, in which they are enrolled, of the dates of any religious observance for which they request an excused absence.

For this policy, an excused absence is an absence for which the student is held harmless for their failure to attend a scheduled class, and for which the instructor provides the student a reasonable opportunity to make up any tests, exams, assignments, or other work missed because of the absence. The academic year is defined as beginning on the first day of the fall semester. Should the student fail to complete the tests, exams, assignments, or other work missed during the excused absence, after the instructor has given a reasonable opportunity to complete them, the instructor is authorized to give no credit for any tests, exams, assignments, or other missed work. North Carolina General Statute 115D- 5(u); SL 2010-112, 5.2.

## Communicable Disease – See Student Catalog

Communicable and infectious disease shall include but is not limited to, chicken pox, influenza, tuberculosis, conjunctivitis, hepatitis A, B, and D, infectious mononucleosis, and acquired immune deficiency syndrome (AIDS)

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, to protect themselves and others. Accordingly, employees and students should report the information to the Dean of Students. All information will be kept confidential except for those people determined by the Dean of Students as having a need to know. These people will be informed after the individual is advised that such action will be taken.

Any student who believes or knows he/she is infected and is engaged in clinical patient- care is required to share that information as soon as possible with the Dean of Students on a confidential basis so that the College can protect the welfare of patients and others.

## Campus Security – See Student Catalog

VGCC strives to provide a safe and secure working and learning environment for its faculty, staff, students, and visitors. Campus Security encourages everyone to be vigilant, to be aware of his/her

surroundings, to keep his/her belongings secure, and to report any suspicious persons or behaviors to Campus Security or any College official. Victims or witnesses can report crimes or threats anonymously and confidentially by calling the Security Division at (252) 438-0446 or by emailing the Director of Public Safety and Preparedness at [newtons@vgcc.edu](mailto:newtons@vgcc.edu).

## Disability Statement – See Student Catalog

Vance-Granville Community College faculty are committed to providing equal educational opportunities for students with documented disabilities. Students who require disability services or reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to Disability Services located in Building 1. All information is confidential. Please contact Accessibility Services, at 252-226-9547 or visit <https://www.vgcc.edu/office-of-accessibility/> for more information.

## Attendance Policy – See Student Catalog

Attendance is counted from the published first scheduled day of class. Students are expected to attend all classes, laboratories, clinical and shop sessions to attain the student learning outcomes of the courses for which they are registered.

When absences total more than fifteen percent (15%) of the total contact hours for a course, the student may be withdrawn from the class in accordance with the college's withdrawal procedures. With Dean's approval, specific disciplines or programs with accrediting/licensing requirements may have more stringent attendance regulations, and in these cases, the discipline/program regulations shall be followed.

## Alcohol and Drug Abuse – See Student Catalog

It is the policy of Vance-Granville Community College to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations contained in 34 CFR Part 86, Subpart B, (amended as Title IV Safe and Drug-Free Schools and Communities Act of 1994) Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the College's campuses or at any site or activity operated by Vance- Granville Community College is prohibited. Any student violating this policy is in violation of the College's rules and regulations and the Student Code of Conduct of Vance-Granville Community College. Any student violating this policy will be subject to disciplinary action up to and including permanent expulsion.

Students who violate the College's policies relating to drug abuse will be referred to the appropriate legal agencies for prosecution under the federal and state laws governing the use and possession of a controlled substance. This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedule I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statute. Persons who violate this statute shall be guilty of a felony and may be imprisoned for up to 10 years or fined up to \$10,000 or both at the discretion of the court.

Possession or use of alcoholic beverages or being in a state of intoxication on the college campus or in college-owned vehicles is prohibited. This includes, but is not limited to, alcoholic beverages, malt

beverages, or fortified wine or other intoxicating liquor. Use of alcoholic beverages may result in referral to counseling programs and/or legal agencies for prosecution under federal and state laws.

Prescription drugs authorized by a registered physician or pharmacist are not in violation of the code of conduct if the individual intended to receive the prescription medication takes the drug according to the prescribed dosage. Any influence which may be attributed to the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

Students should be aware that the use of alcohol, non-prescription use of depressants including sleeping pills, sedatives, tranquilizers, non-prescription use of stimulants including cocaine, prescription diet pills, and marijuana can lead to lapses in attention, slowed reflexes and reaction time, impaired vision, and impaired short-term memory. Alcohol is strongly associated with the increased risk of cancers of the oral cavity, pharynx, and larynx. Other research indicated chronic alcohol abuse may affect the immune system.

### [Sexual Assault Policy – See Student Catalog](#)

Vance-Granville Community College actively promotes a campus environment that maintains the dignity of all members of the campus community. To maintain this dignity, Vance-Granville Community College will not tolerate any form of sexual assault. For additional information regarding the sexual assault policy, please see the student catalog.

### [Title IX – See Student Catalog](#)

If at any time a student feels that he/she is a victim of sexual assault or harassment, he/she is strongly encouraged to report the occurrence to the Dean of Enrollment and Outreach. The Dean of Enrollment and Outreach will work with the Vice President of Employee and Student Services for resolution within the College's Student Code of Conduct. Complaints by or against college employees will be forwarded to the Director of Human Resources.

### [Malpractice Insurance – See Student Catalog](#)

Some curriculum programs and occupational extension courses require that students obtain liability (malpractice) insurance (e.g., Cosmetology, Radiography, Associate Degree Nursing, Practical Nursing, Pharmacy Technology, Medical Assisting, Emergency Medical Technician, Paramedic, Certified Nursing Assistant, etc.). The cost of this insurance may vary and is due at the time of registration. Cost and other information can be obtained through the College Business Office.

### [Accident Insurance – See Student Catalog](#)

Accident insurance is available through the College for all students who pay an activity fee. This insurance covers the student while in classes and clinic. Students must have an incident report filled out for any injury they incur while attending clinical. Reimbursement from the business office will be made after the student has filed with his/her own medical insurance. The students must submit a copy of the report to the Program Director and the Business Office. In addition to a copy of the incident report, a bill for medical care must also be submitted to the Business Office for reimbursement.

## Student Health Insurance

Student health insurance is required for enrollment in the Radiography program. In the event a student is injured in the clinical setting, it will be his/her responsibility to incur any costs associated with treatment. The clinical site is not responsible for any monetary burden or medical liability.

## Dress Code – Classroom – See Student Catalog

In compliance with the Student Code of Conduct concerning disruptive clothing, a student may not wear clothing that may cause a disruption or that is provocative or obscene, including undergarments that are visible. Shirts and shoes are required. Classroom attire should be neat and conservative, and not distract from the learning process. Shoes must be always worn, and pajamas, halters, or cropped shirts are not allowed.

All Radiography students are required to adhere to the proper dress code whenever attending the clinical portion of their training. Students should refer to the clinical portion of this handbook for exact requirements. Students are required to have their VGCC identification badge with them while on campus. Students are required to have their VGCC identification badge displayed at collar level while in the clinical areas.

## Hygiene – Classroom and Clinic – See Student Catalog

Due to the sensitivity of the faculty, classmates, and patients in the clinical setting, the following program guideline has been put in place. This policy is not to embarrass or target any individual; it will allow people with sensitivities to have a safe and healthy breathing environment.

Students are required to maintain proper hygiene in both the classroom and clinical settings. Perfumes, colognes, scented lotions, and cigarette smoke odors are not allowed. These can cause allergic reactions, migraines, and respiratory difficulties for patients, personnel, and students. Students who do not adhere to this policy will be asked to leave the classroom/clinical setting and remove any odors that are creating an environment in which other parties are having any of the above difficulties. If the student is asked to leave the classroom or clinical setting, the faculty will follow the disciplinary actions as outlined in the *Radiography Program Student Handbook*.

## Incomplete (I) Grade – See Student Catalog

The incomplete grade is assigned in place of a grade when students who are making satisfactory progress are unable to complete all class assignments by the end of the semester.

The requirements for satisfactory completion of a course will be established by the instructor in accordance with course objectives. The incomplete “I” is temporary and must be changed to a grade within the time designated by the instructor, not to exceed eight weeks from the beginning of the term following the one in which the course was taken. At the end of the specified period, unresolved “I” grades will be converted to “F” grades. The “I” is used for verifiable, unavoidable reasons and extends enrollment without requiring the rescheduling of the course.

**Note:** *An extension to eight weeks may be granted under certain circumstances to Cooperative Education students. All extensions must be approved by the Vice President of Learning, Student Engagement, and Success and will be evaluated on a case-by-case basis.*

The instructor will award a permanent grade based upon course objectives successfully completed, and it is the responsibility of the student to ensure satisfactory completion. Incomplete grades are not payable by veterans' benefits and may also affect Federal Financial Aid Standards of Progress.

The incomplete grade is assigned in place of a grade when students who are making satisfactory progress are unable to complete all class assignments by the end of the semester.

## Student Code of Conduct – See Student Catalog

Students in all College programs, curricula, and non-curriculum will be expected to always conduct themselves as mature and responsible individuals and should show high regard for college facilities, property, and for the personal rights and property of others. Enrolling students are responsible for acquainting themselves with college regulations, including the Code of Conduct.

**The act of enrollment at Vance-Granville Community College indicates an acceptance by the student of the published rules and policies of the College. Each enrolled student is a responsible adult, and Vance-Granville Community College assumes and requires that people who enroll in various programs and classes will maintain standards of conduct appropriate to the collegiate atmosphere of Vance-Granville Community College.**

Students may be suspended or dismissed for conduct that is considered in violation of the Student Code of Conduct while on campus or while participating in school-sponsored activities either on or off campus.

The decision to suspend or dismiss students for violations of the College Code of Conduct will be at the discretion of the Dean of Students. Pending an investigation, college administrators or campus security may require a student to leave campus and not return until instructed by the Vice President of Student Services.

## Academic Advising – See Student Catalog

Academic advising assists students in the planning and developing of educational and career goals. Students must have their selected courses approved by their advisor prior to registration. During the drop/add period of the term, students must contact their advisor to add a course but may drop courses through their myVGCC account. It is highly recommended that students discuss all registration changes with their advisor. For more information, please see the Drop and Add and Withdrawal from a Course(s) sections of the catalog.

Students are also encouraged to meet with their advisor at a time other than registration each term to discuss their academic progress and planning.

Although advisors assist students in planning course schedules, the final responsibility for meeting all academic requirements for graduation rests with the student.

Note: Students receiving financial aid and/or Veteran's Assistance will receive aid only for courses included in their program of study. Financial aid recipients should consult with the Financial Aid Office before making changes to course schedules.

## Program-Specific Advising Process

The program faculty ensures regularly available advising using mid-semester and end-semester conferences. The one-on-one advising sessions are designed to evaluate progress and recognize any potential difficulties in the didactic and clinical courses. If the program faculty identify any concerns due to behavior or academics, a Watermark (formerly known as Aviso) notification is sent, and students are advised. Watermark is an early warning and tracking system that takes a comprehensive approach to student success. Watermark relies on reporting by the campus community to identify students who need additional academic support and connect them to the appropriate resources.

The program counsels the students on an individual basis to provide supportive academic, behavioral, and clinical advisement on any real or perceived issues. Written documentation of the counseling sessions is reviewed by the student, signed by the student and faculty, and kept on file. The program's didactic grading scale, academic probation, and procedures to take to remain in good standing are published in the Radiography Student Handbook. A minimal final course average for each didactic and clinical course is 77%. If a student is not performing at the expected level, a conference is conducted. The faculty and the student discuss program requirements, student progress, and practical solutions to develop a plan of action to ensure success in the program. Based on the allotted time given in the plan of action, the faculty will meet with the student and assess the progress. Once the student has met the goals outlined in the plan of action, a summary of the progress is documented. If the student has not met the goals of the plan of action, the faculty will reassess and implement a new plan. This process is continued until the faculty is satisfied with the progression of the student.

The faculty maintain posted office hours when a student may come by to initiate an advising session. Otherwise, the student is counseled by the Program faculty/Director on an as-needed basis with consequences assigned according to the seriousness of the situation/offense. See the Disciplinary Actions in the Radiography Student Handbook for a description of expectations related to disciplinary consequences adapted to the violation.

If a student's behavior in the classroom or clinical setting is deemed unprofessional or unacceptable, a counseling form is written on the student. The faculty is called to a meeting by the Program Director to discuss the student's behavior and a decision is made on how to address the issue. An immediate conference with the students then takes place. A higher authority may be referred to if the discrepancy is unresolved at this first level. The Grievance Procedure related to student conduct and Academic Grievance/Grade Appeals Policies is included in the College Catalog and Administrative Procedure Manual. The Student Code of Conduct is found in the Radiography Student Handbook and the College Catalog.

## Weapons on Campus

As per N.C. General Statute 14-269.2, it is unlawful for anyone to possess, whether openly or concealed, any weapon on the Vance-Granville Community College campuses unless the weapon is used lawfully as part of a ceremony, for institutional purposes, or by a duly authorized law enforcement officer. Current law permits those people who have valid concealed weapon permits and those exempt from obtaining such permits to have handguns secured, as described by law, in their locked vehicle under the following limited conditions:

- a) The firearm is a handgun; AND
- b) The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
- c) The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
- d) The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- e) The firearm remains in the closed compartment at all times.

## Incident Reports

Vance-Granville Community College strives to ensure students are safe whether on campus or at a clinical site. However, accidents do sometimes arise. Anytime students are present during an incident, whether it is a patient injury, equipment malfunction, or injury to self on campus (ex: hit leg on desk, paper cuts, fall on a wet surface, etc.) or in the clinic, the student IS REQUIRED to complete an incident report immediately. This incident report is solely for the protection of the student. The incident should be reported to the appropriate faculty member (clinical coordinator if the incident occurred at a clinical site, Radiography faculty member if the incident occurred on campus). The incident report will be completed by the appropriate faculty member and forwarded to Sean Newton, VGCC security.

If a student is injured while in the clinical area, the clinical site will require him/her to receive appropriate medical care at the student's own expense or using their coverage. The student may refuse medical care. Refusal of medical attention must be documented on the incident report.

## Tobacco Free Policy – See Student Catalog

Vance-Granville Community College is committed to providing its students and employees with a safe and healthy campus environment. The College recognizes that the use of tobacco products can be detrimental to the health of students, employees, and visitors, and recognizes that it has an obligation to promote healthy learning and a work environment free from unwanted smoke and by-products of tobacco use. Thus, all College campus properties, grounds, and vehicles tobacco-free. Students who repeatedly violate the policy shall be referred to the Dean of Students for action in accordance with the Student Code of Conduct. College employees who repeatedly violate the policy shall be referred to their supervisor for appropriate action in accordance with personnel policies. Visitors unwilling to comply with the policy may be asked to leave the property and/or a college-sponsored event.

Definitions used in this policy are as follows:

For this policy, "tobacco products" are defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, or any products resembling or suggesting tobacco use including, but not limited to, electronic cigarettes and vapor pipes.

Tobacco-Free Guidelines:

Use of tobacco products while on campus is a violation of campus rules and is subject to sanctions used to enforce the Student Code of Conduct. Beginning October 17, 2011, the College instituted a citation

program to address smoking and tobacco use on campus. The following steps will be used to assist in campus-wide enforcement:

1. First Violation: Warning citation issued to student.
2. Second Violation: Required conference with the Dean of Students or Campus Dean.
3. Third Violation: Five-day suspension. \*\*\*

**Any subsequent violation will result in suspension for the remainder of the current term.**

\*\*\*Occupational Extension student suspensions may vary depending upon the length of the class in which the student is enrolled.

Security may issue a citation directly to a student who has violated the tobacco-free policy. Faculty and staff may approach the student to ask their name, submit the student's name to the Dean of Students if already known, or request that security approach the student. To be enforced, reports must include the name of the faculty or staff reporting the violation. Records of violations will be cumulative throughout a student's enrollment at the College.

## Incident Weather – See Student Catalog

Should adverse weather or other factors would necessitate the closing of Vance-Granville Community College, the President, or the President's representative, shall make the final decision. Classes missed as the result of the closing of the College due to adverse weather or other factors shall be made up using a method to be determined by the President of the College.

Notice of the College closing will be made on local television and radio stations, on a recorded message at (252) 492-2061, and on the VGCC web page at [vgcc.edu](http://vgcc.edu).

## Additional Information Concerning Incident Weather

Announcements of closing or delay will be made between 7:00 and 8:00 a.m. on local radio and television stations such as WRAL-TV (Channel 5) - Raleigh, WTVD-TV (Channel 11) - Durham, WRAL- FM (101.5 FM) -Raleigh, WHNC (890 AM) - Henderson, WIZS (1450 AM) - Henderson, and WCBQ (1340 AM) - Oxford. Students may also sign up for VGAlert (on VGCC website), which provides text notifications from VGCC regarding closings or delays.

**IF NO ANNOUNCEMENT IS MADE, THE SCHOOL WILL OPERATE ON THE NORMAL SCHEDULE. THE CLOSING OF VANCE AND/OR GRANVILLE COUNTY SCHOOLS DOES NOT MEAN THAT THE COLLEGE WILL BE CLOSED.**

If students are not able to verify a school closing prior to 7:00 a.m., they are encouraged to use their judgment in determining whether to drive in the existing conditions. If a student decides not to attempt to meet a class or clinical rotation time, he/she must notify the appropriate instructor(s) according to the published attendance policies.

If school is open after the student's decision and proper contacts are made, the student's absence will not be considered excused. If school is closed, students need not contact the instructor and should not report to class or clinic. Students are asked to recognize that the program faculty must also depend on radio and television stations for announcements of closing and have no power to make such decisions.

If the college is open but announces a delay in classes, the delay should be based upon the 8:00 a.m. hour. For example, if a two (2) hour delay is announced, students should report to the 10:00 a.m. class or rotation at 10:00 a.m. The college will schedule make-up time for the missed 8:00 and 9:00 classes later. If a student feels that he/she cannot meet the delayed time, then the clinical preceptor, clinical coordinator, and Program Director must be notified according to the attendance policies.

Clinical site preceptors and VGCC faculty ARE NOT ALLOWED to determine whether the student(s) rotating through their sites will be released early during severe weather. The determination can only be made by the President of the college. Students are asked to use their better judgment, if the student(s) leaves prior to school closure, the student(s) WILL BE signed out for the actual time he/she left. The time will be documented accurately and time will be made up according to the Radiography Program's policies and procedures. If the student is attending a clinical site that closes due to severe weather, the student is responsible for making up the time.

In the event the school closes while students are in clinic, the clinical coordinator will contact all clinical sites and Clinical Preceptors to let them know to dismiss the student for the day due to college closing. The students should not have their phones in clinic to check for school closing in the event of possible inclement weather. Students must be present at the clinical site for a minimum of six (6) hours to take a thirty (30) minute meal break.

## Academic Evaluation

The *Student Catalog* provides the information necessary for in-depth academic information and is to be reviewed by all students. However, the following general additional information is provided.

To graduate, **radiography students must maintain a grade of "C" or higher in all their major and related courses and maintain a GPA of 2.8 or higher. Programmatic course grades are based on a 7-point grade scale as demonstrated below:**

100-93 = A

92-85 = B

84-77 = C

76-70 = D

69 & below = F

Because of this, "D" grades are not considered passing and the student must withdraw from the curriculum. If a student withdraws from a related course required within the current semester sequence, the student will not be allowed to progress in any other radiography program courses, resulting in being removed from the program. Each semester the faculty will schedule a mid-semester conference. Also, the faculty strongly suggests that students seek assistance and counseling at the first sign of any problems.

**Students are required to successfully complete their related courses (if not already completed) during or before the specified semester. If a student has not completed a related course with a "C" or higher by the end of the specified semester, the student will be dismissed from the radiography program. Additionally, if a student's GPA drops below 2.8 during the program, he/she will be dismissed from the program.**

## Student's Plan of Action (Due Process)

**PURPOSE:** The Radiography Program strives to maintain and succeed in sustaining the predetermined benchmarks. In the event there is a student within the Radiography Program who is not performing at the level expected, a plan of action will be implemented. The student has the right to opt-out of this plan.

**PROCEDURE:** The faculty will implement an individual student's Plan of Action or a Classroom Plan of Action if the situation warrants it. The instructor will inform the faculty of Plans of Actions during monthly faculty meetings.

**INDIVIDUAL STUDENT'S PLAN:** The plan of action will include the following:

1. What the faculty has observed regarding the student (e.g., low test scores, weaknesses in lab positioning).
2. The plan to bring the student up to the level expected, including any/all the following:
  - a. Remedial work with faculty in the lab (with dates and times).
  - b. Study sessions with the faculty.
  - c. Additional worksheets, activities, and readings.
  - d. Provision of a mentor for remedial study sessions.
3. A timeframe in which to reassess the student.
  - a. This should be within a two-week period.
  - b. If there is a test prior to the two-week period, the student should be reassessed to ensure that he/she is ready for the test.
  - c. If the student failed a test, he/she will retest on the same material (not counted for a documented grade) to identify whether he/she comprehends the material.
4. Follow-up documentation stating the following.
  - a. Achievements/improvements made by the student.
  - b. Additional tutoring necessary to assist the student.
  - c. A period to reassess the situation.

With each assessment, the student will be brought in to discuss what has been done and what, if anything, still needs to be accomplished. At the end of the plan of action, there will be a document summarizing the outcome of the Plan of Action.

## Classroom Plan

The Radiography Program utilizes several types of teaching styles to assist the students within the Program. The Radiography Program determines the type of classroom instruction by several methods:

1. Learning Style Format for each student—a learning style form is completed during RAD110.
2. Innovative technologies set forth by the college (e.g., V-net, podcasting).
3. Diversity within the class.

Instructors are encouraged to assess the student's abilities to retain the information taught in the classroom setting. This can be achieved by quiz grades, test grades, worksheets, and/or projects.

If it is found that students are not retaining the information taught, the instructor will redesign the instructional delivery or activities to suit the student's learning style. For example, the instructor could incorporate the following teaching styles to assist students in the learning process:

1. Videos for audiovisual learners
2. Group activities for social learners
3. Lectures for auditory learners
4. Individual activities/worksheets for individual learners

OUTCOME: Upon the conclusion of a Plan of Action, the Radiography Program should be able to measure whether a student's Plan of Action and/or classroom Plan of Action has met the goals outlined.

Measurements can be made by:

1. Student quiz grades
2. Student test grades
3. Overall classroom grades
4. Student evaluations of Radiography faculty and classroom structure.

## Community Service

"Community Service is a donated service or activity that is performed by someone or a group of people for the benefit of the public or its institutions." The Radiography Program deems community service an integral part of the program that will assist students in the development of interpersonal skills such as communication, cooperation, team building, empathy, and overall general care and concern for their fellow man.

Students are expected to participate in a minimum of one community service event at some point during the last two semesters of the program. Each student must complete the community service requirement prior to the end of the fifth semester to be eligible for graduation.

## Professional Development

To introduce professional development and growth, each student is required to attend and participate in a national professional conference selected by the faculty. The faculty will identify the needs of each student and advise the student of workshops and classes that would benefit him/her. Ownership is on each student to plan and pay for the attendance of the conference. Guidelines for conference participation will be given to each student prior to the date of the conference. Attendance and workshop participation will fulfill the course criteria for all missed classes during the conference.

## Absences Involving Extenuating Circumstances

The radiography program has defined extenuating circumstances as traumatic, uncontrollable events that prevent students from attending clinic and/or class for an extended period (**an extended period refers to a student being required to miss consecutively more than one week of class and clinic days**). Any request that does not meet this criterion will be denied. Only one request per student per program enrollment may be granted.

If students have prior knowledge of a potential extenuating circumstance, they should email the Program Head of Radiography requesting a review of supporting documents and granting of an extenuating circumstance. The program head will notify students of the decision within 24 business hours of the request. The extenuating circumstance is not in effect until the Radiography Program Head provides the requesting student with a signed, approved document. In the event of non-elective surgery or non-elective hospitalization, official supporting documentation will be required immediately (within 24 hours) upon the student's return. Failure to supply supporting documentation will nullify the request for

extenuating circumstances.

The following are the radiography program's extenuating circumstances. Any other inquiries will be dealt with on a case-by-case basis by the Program Head.

1. Non-elective surgery
2. Non-elective hospitalization
3. Maternal/Paternal Leave
4. Prolonged hospitalization
5. Required Jury Duty
6. Required National Guard or Military Reserve training/duty

Once a student has submitted the original request for jury duty or military duty, the request is kept on file until the submission of written validation of attendance. The Program Head will decide about the extenuating circumstance based on the submission of supporting documentation.

The absences involved in the extenuating circumstance will be recorded but will have no punitive effect on the student's grade in the course. Students are responsible for all missed assignments.

## Student Injury Procedure

The Radiography Faculty are aware that there may be times when a student has an injury that will not allow him/her to perform his/her duties to the expected capacity in the clinical setting. When this becomes apparent to the student, he/she must perform the following:

1. Contact the Program Director Immediately.
2. Bring documentation from the physician stating that the student cannot return to the clinical setting. The doctor's note must have the expected duration of restrictions.

Because the faculty's primary goal is to ensure that all Radiography students can receive the full benefit of class as well as clinic, the student may attend any classes, other than clinic, during this time (if the student is not contagious or has a communicable disease).

During this time, the student will not be penalized for missing clinic; however, the missed clinical time must be made up once the student has been cleared to return to full duty.

At such time that the student is medically cleared to return to full duty, he/she must present documentation from a physician. This documentation must be submitted to the program head. Upon acceptance of this documentation, the program head will inform the Clinical Coordinator to complete a plan for the completion of missed clinical time.

## Death of a Family Member

As defined by Vance Granville Community College, immediate family is defined as wife, husband, son, daughter, mother, father, brother, sister, guardian, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, great grandmother, and great grandfather. Students must notify at least one faculty member of the absence. Students are allowed to miss three school days with no penalty. Upon the student's return, documentation that shows the relationship to the deceased must be provided.

## Disciplinary Actions

The Radiography Program strives to produce entry-level graduates who have been taught the skills needed to be credentialed, radiology professionals. Therefore, appropriate student conduct is an essential component of fulfilling this task. There may be times during the program when a student finds himself/herself in violation of certain policies and/or procedures. The Radiography Program's goal is to redirect a student so that the student may remain on the path to success.

For this reason, the Radiography Program has incorporated tiered disciplinary actions as a guide to assist a student inappropriately redirecting his/her behaviors. The violation will be reviewed by the Radiography faculty, and then a meeting will be held with the student to discuss the violation. At this time, the student will have the opportunity to address the faculty and provide his/her defense. The Radiography faculty will then determine the actions to be taken to correct the behavior. The choice of disciplinary action taken will be based on the infraction of the respective policy/procedure. There is no specific order in which disciplinary actions may be given. Depending on the severity of the violation, **one or more** of the following disciplinary actions will be taken:

1. **Reprimand:** A written communication that gives official notice to the student that he/she has violated one or more of the Radiography Program's policies/procedures and/or Student Code of Conduct within the *Student Catalog* and that any subsequent violation may carry heavier penalties and dismissal. Aviso notifications are considered a written reprimand.
2. **Disciplinary Meeting:** The student will meet with members of the faculty on a specified date and time given via Aviso and/or Calendar Appointment communication. The meeting will occur within 72 hours (about 3 days) of the initial notification to the student. The violation will be discussed with the student. The student will be given the opportunity to respond and present any supporting documentation in his/her defense. The student will be asked to leave the room as the members of the faculty determine the action to be taken. The student will be called back into the meeting and informed of the decision.
  - a. In instances where the student feels he/she has additional supporting or external documentation that would aid in defending their case, a timeline will be established for submission of the stated information and a final meeting will be scheduled to inform the student of the faculty's decision.
3. **Dismissal:** The student is dismissed from the program with the right to an appeal. Immediate dismissal from the program is required for certain violations (e.g. Falsification of Documents, Removal from Clinical site by that agency, etc.) The student will follow the appeals process as outlined in the Student Catalog.

## Academic Grievance and Grade Appeals Procedure – See Student Catalog

Academic issues include, but are not limited to, the application of attendance policies, grades, classroom/lab or clinical/shop conduct, and admission to or dismissal from a class or program. Students should initiate the grievance/appeals process as soon as a concern develops rather than waiting until the end of the term, as some relevant faculty or staff may not be available between terms. Grade appeals must be on file no later than 20 working days (working days exclude weekends and holidays) after the end of the term in which the grade was awarded. Appeals related to dismissal from a course or program must be on file no later than 5 working days from the dismissal date. A student having an

academic issue must discuss the problem in a calm and sincere manner. Most problems are resolved at the instructor level; however, the Appeals Procedure may involve the following levels of college faculty/staff in this order:

1. Instructor
2. Program Head (if applicable)
3. Department Chair/Director/Coordinator
4. Academic Dean/Dean of Continuing Education
5. Vice President of Learning, Student Engagement, and Success

The procedure will occur in the following order:

1. The student will arrange a meeting with the instructor to discuss the problem as soon as it develops, preferably before the end of the term.
2. If the problem is not resolved with the instructor, the student will contact the Program Head (if applicable)/Department Chair/Director/Coordinator, who will arrange to meet with the student or the student and instructor.
3. If the problem is not resolved, the student will obtain an Academic Appeals Procedure Form from the Program Head (if applicable)/Department Chair/Director/Coordinator or from the VGCC website. The student will complete the form and *personally, or electronically via the student's VGCC email address*, submit the form to the Dean detailing his/her academic concerns.
4. For grievances related to Curriculum Programs, the Academic Dean will meet with the instructor and Program Head (if applicable) and/or Department Chair/Director/Coordinator to discuss the concern. For grievances related to continuing education courses, the Dean of Continuing Education will meet the instructor and/or Director/Coordinator to discuss the concern.
5. A written response from the Dean will be provided to the student within 10 working days of receipt of the student's form. It is the student's responsibility to follow up with the Dean during this period.
6. If not satisfied with the Dean's response, the student will have 5 working days to appeal to the office of the Vice President of Learning, Student Engagement, and Success. Students are responsible for submitting the original appeal form with the Dean's response. Students should keep a copy of all documentation related to the appeal for their records.
7. If the concerns are not resolved, the student may request a hearing of the Judicial Committee. The office of the Vice President of Learning, Student Engagement, and Success will contact the Judicial Co-chairs to arrange a hearing. A hearing will be scheduled within 10 working days from the receipt of the appeals request. The student will be notified by the office of the Vice President of Learning, Student Engagement, and Success of the date, and location of the hearing.
8. The Judicial Committee will provide a written recommendation of their decision to the President of the College within 5 working days. The President will plan and notify the student within five working days of receipt of the committee's recommendation. *The decision of the President is final.*

If the appeal is not overturned, the student must return all items on the student departure checklist. Failure to return all items on the checklist will warrant a restriction. This restriction will prohibit the receipt of transcripts, any refunded tuition, etc.

## General Student Grievance Procedure – See Student Catalog

Student grievances that are not academic or disciplinary in nature and/or involve conflicts with other students, alleged violations of students' civil rights, including sexual harassment, should be addressed according to the following procedures:

1. When circumstances occur that cause a student to feel that he/she has a grievance, the student should discuss the issue with the Dean of Students within a reasonable time after the grievance has occurred. The Dean may:
  - a. Disseminate information concerning the complaint to the appropriate College officials
  - b. Investigate the complaint
  - c. Refer the student to the appropriate College staff
  - d. Negotiate a resolution to the grievance
2. If a satisfactory resolution is not reached, the student may file a General Grievance Form with the Dean of Students. If the student is not satisfied with the decision of the Dean, he or she may request a formal hearing by filing a General Grievance Form with the Dean of Students within ten working days. Upon hearing the merits of the complaint, the Dean may mediate a remedy for the parties involved or may request a hearing before the Judicial Committee to hear the complaint.
3. The President will consider the judicial committee's recommendation and will decide within five (5) College working days of receiving the committee's recommendation. *The President's decision will be final.*

## Student Concern Procedure

The program has a process for addressing any concerns that would jeopardize the program's ability to meet the mission. Below are the steps outlined for the resolution of student concerns:

1. The student body will meet as a group to discuss the concerns
2. The concerns are recorded by the Vice President or President of the student body
3. The concerns are presented during the faculty and/or Clinical Preceptor's meeting
4. The faculty and/or Clinical Preceptor's discuss the concerns
5. A resolution is presented to the Vice President/President within a week after faculty and/or Clinical Preceptor discussion
6. The Vice President/President presents the resolution to the student body

## Returning Students

Students who are dismissed from the program for academic reasons or who withdraw for personal reasons may be eligible to re-enter the following academic year, if:

1. A student is withdrawn or dismissed in the first semester of radiography classes, the student must complete the application process and compete with other applicants to be accepted back into the program.
2. They provide the Program Director of Radiography a letter of intent stating that they wish to return to the program. The letter of intent should say that the student wishes to return to the radiography program. The letter of intent must be received within two weeks. (10 business days) of their withdrawal or dismissal. Students that are withdrawn or are

dismissed for academic reasons will be scheduled to return in the semester prior to the semester in which they did not complete successfully.

3. They meet the admissions requirements for the year they want to return. If admission requirements differ from when they were originally accepted, they must meet the new requirements.
4. They will retake for a grade the specific clinical and core courses that are prerequisites for the courses they failed or dropped. This requires students to enroll in the semester sequenced prior to the one they did not successfully complete. This will require a Special Permission Registration Form.
5. They complete a re-entry contract with the Program Director specifying terms for re-entry.
6. Complete a Clinical Aptitude Assessment with the Program Director and/or Clinical Coordinator prior to enrolling for the return semester. The student must earn a grade of "B" or higher on the Clinical Aptitude Assessment to be eligible for re-enrollment in the Radiography program.

Students who have been dismissed from the Radiography Program for disciplinary reasons or who have been unsuccessful in one previous academic readmission are ineligible to re-apply to the radiography program. Students who request readmission later than the academic year following their release must reapply to the program, compete with other applicants in the admissions process, and retake all major courses. *Reentry into the Radiography program is contingent on the program and clinical capacity.*

Returning students will be given the most current Radiography Program Student Handbook. The student will be required to sign another form acknowledging the policies and procedures in the most current handbook. Students will be required to complete any competencies and continued proficiencies required for that graduating year.

## Cell Phones and Other Personal Electronic Devices

Social media activity and texting while in the classroom are considered unprofessional, disruptive behavior and are subject to disciplinary action.

The radiography faculty realize that emergency notifications may occur, and you may need to have your cell phone available while in the classroom setting. Students may have their cell phones turned on but must be in silent mode (vibration). If the student must use his/her phone to address an emergency, he/she must exit the classroom quietly and the time is reflected as any other missed class time.

Cell phones, Smart Watches, tablets, or any other personal electronic devices are not allowed in the clinical setting. If a student needs to be contacted in the clinical setting, refer to the guidelines set forth in the Student Clinical Section of this handbook.

## Laptops and Tablets (Windows OS Preferred)

All radiography courses require the student to access Moodle frequently as well as submit assignments that should be easily accessed by the recipient. Due to this, Windows operating systems are preferred due to the universality of file types. Instructors often have difficulty opening assignments completed using Apple word processing applications. Students are eligible for a free download of Microsoft Office through their school account. See information here: <https://www.vgcc.edu/office365/>.

## Approximate Student Expenses

Aside from college tuition and books, there are several other items the student will be monetarily responsible for. They are as follows:

1. Radiopaque Markers - \$11 per pair.
2. SGA/Radiography Club Initial Fee - \$20 per student.
3. Clinical Notebook and associated printing cost – Approximately \$10.
4. Clinical Uniforms - \$50 per set.
5. Clinical Student Name Tag - \$13.
6. Parking fees at select clinical locations – Approximately \$10 per day.
7. Classroom Presentations/Projects—this will vary according to the student. All handouts and necessary materials will be covered by the student. Copies of handouts will not be made by faculty members.
8. Pinning Ceremony-Radiography pins start at \$50.00 for a base metal and go up depending on the market price of gold or silver. This purchase will be made in the last year of the program.
9. Pinning Ceremony scrubs – Approximately \$55 per set.
10. Criminal Background Check— \$45.00 for NC and an additional cost for each additional state the student lived in during the past 10 years.
11. Drug Screen – Approximately \$50 through US Info Group.
12. Graduation Associated Costs – Up to \$50.
13. Flu Shots, CPR Classes, and PPD tests – Costs vary by insurance/location.
14. Radiography Capstone Resources – Approximately \$70, is required the in last semester of the program.
15. Atlanta Society of Radiologic Technologists Conference – Approximately \$200/night for lodging and \$120 for registration.
16. West Coast Educator’s Conference – Approximately \$200/night for lodging and \$120 for registration.
17. Graduation Fee - \$20

Note: This list may not reflect all expenses incurred throughout the program.

## Drug Screening and Criminal Background Check

Select clinical affiliates require students to have a criminal background check and a negative drug screen before rotating through their clinical setting. Once assigned to these clinical affiliates, the students will go online to [usinfo.org](http://usinfo.org) to schedule the drug screening. The students will pay for and complete the criminal background check and a 12-panel drug screen once they have been assigned to these select clinical sites. The drug screen is valid for one year. Students may have to complete an additional drug screening before completion of the program.

**Students who test positive for the required drug screen will not be permitted to attend clinical and will not be assigned to another clinical site. Therefore, a positive drug screening test will be grounds for dismissal without the opportunity for readmission to the program.**

Students must obtain the Criminal Background Check process and pricing information by going to Carolina Information Criminal and Civil Records at [usinfogroup.com](http://usinfogroup.com) or by calling (919) 570-9861. Students must provide all addresses for the previous 10 years. Please note that VGCC does not guarantee the admission of any student to a clinic site just because a criminal background check has been completed.

**A criminal background check may reveal information that will prevent the student from clinical participation. If a student is denied access to two or more clinical sites, the student will be dismissed from the Radiography Program, and they will not be assigned to another clinical agency. Background checks are updated throughout the program.**

Please note that some clinical affiliates may have additional criminal background check policies (i.e., fingerprinting). If this is applicable, students will be made aware of these additional requirements at the appropriate time. Fees may apply. Students may be asked to supply additional information to a requesting clinical agency to clarify questions they may have concerning his/her reported history.

## JRCERT Compliance Procedure

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to quality and safety of patient care through the accreditation of educational programs in radiation and imaging sciences. Because of this dedication to the field of Radiologic Sciences, the JRCERT has put in place a method in which students are able to submit concerns regarding allegations of non-compliance.

If at any time a student believes that Vance-Granville Community College Radiography Program is not in compliance with any of the Standards set forth by the JRCERT, he/she should contact the JRCERT immediately. Students should be aware that this information will be held in strict confidence.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[jrcert.org](http://jrcert.org)  
[JRCERT Standards](#)

## Radiation Safety

During the two-year Radiography Program, students will be exposing patients to radiation under the close supervision of a faculty member, clinical instructor and/or qualified technologist. For this reason, students are required to be aware of all safety procedures when working with x-ray equipment. Throughout this program, students will have lectures and tests regarding the proper use, precautions, and effects of radiation on individuals. Students need to be aware that not only are they required to use radiation safety precautions with their patients, but also with adjunct faculty (nurses, doctors, etc.) as well as family members. All people who have a possibility of being exposed must be removed from the vicinity (if applicable) or wear protective shields.

Every effort should be made to remove unnecessary people from the exposure area. Students will always wear their designated radiation monitoring badge during clinical hours and whenever exposures are being made in the energized lab. Students will also sign a Radiation Safety/Protection Guideline and Acknowledgement form to be placed in the student's permanent file.

## Safety Regulations for the Energized Lab

Students are oriented to the energized laboratory during the first week of class. The energized lab provides the radiography student with the opportunity to develop skills in imaging anatomical structures

and to perform exposure experiments to assess equipment operation and radiographic techniques. In addition, the student will process radiographic images using the automatic processor to complete the assigned task. This may necessitate working in the darkroom. Both the energized lab and darkroom require the following special rules to ensure safety for both the student and fellow classmates.

1. Do not make exposures in the lab without the presence of a radiography instructor (the exposure switch is locked).
2. Wear personal radiation monitoring devices whenever exposures are being made in the energized lab.
3. Before making a radiation exposure, be sure the doors to the x-ray room are closed tightly and the control panel is set correctly.
4. Be sure to turn off the appropriate positioning locks on the tube stand before attempting to move the unit. This will help to prolong the life of the locks.
5. Do not, under any circumstances, radiograph another human being using this unit.
6. If you notice anything unusual in the operation of the unit or its appearance (e.g., loose wire), please report it to the instructor. The x-ray unit is calibrated each year by a physicist to ensure the unit meets federal and state guidelines for ionizing radiation units.
7. Do not eat, drink, or smoke in the x-ray room or at the operating console.
8. Do not sit on the edge of the extended table. Have "patient" sit over the center of the base of the table only.
9. While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (e.g., hitting your head on a tube stand). Therefore, good conduct is required when operating the unit. Should an injury occur, please report it to the instructor at that time and complete an incident report.

### Safety Regulations for the Darkroom

1. Do not eat, drink, or smoke in the darkroom.
2. Do not open the top of the processor, unless under the direction of the instructor.
3. Under no circumstances are you to touch the electrical and mechanical components of the processor when it is in operation. Do not place any objects into the processor other than radiographic film.
4. If you notice anything unusual in the operation of the processor (e.g., indicator light not lit), please report it to the instructor.
5. Do not remove the lids from the replenishing tanks. These chemicals are harmful if they are splashed into the eyes, mouth, or other sensitive areas of the body. If an accident does occur, an eye wash station is located inside the darkroom. Please wash the area thoroughly with water. Be sure to report any problems to the supervising instructor.
6. Be sure to close the radiographic film bin prior to exiting the darkroom.
7. Make sure darkroom safe lights are on before turning the lights off. Do not try to move about the darkroom until your eyes have adjusted to the dim light.

### Pregnancy

The Radiography program educates students about the hazards of radiation and the importance of proper radiation protection methods prior to their rotations at the clinical affiliates. This action is taken to minimize the radiation exposure of all students and to comply with the ALARA (As Low As Reasonably Achievable) concept.

Students are not required to disclose pregnancy during enrollment within the radiography program. It is recommended students voluntarily disclose pregnancies in writing to the Program Head so appropriate

fetal monitoring and other recommended safeguards can be provided. Notification should indicate the estimated date of conception and confinement (delivery).

Because a fetus is particularly sensitive to radiation, the radiography program has developed the following guidelines regarding pregnancy:

1. ALL students will follow proper radiation safety procedures. The VGCC Radiography Program's Radiation Protection Guidelines will be reviewed with each student during the first semester of the program and they will sign a statement that they have read and understood.
2. The student will be considered a declared pregnant worker (student) after she notifies the program director voluntarily in writing. This written declaration requires that the embryo/fetus dose be limited to 0.5 rem during the entire pregnancy. The ordinary annual VGCC student dose is well below this limit. A student may also "undeclare" her pregnancy in writing with no reason given. This will remove the dose limit of 0.5 rem during the pregnancy.
3. After giving a written declaration of pregnancy, the student will be informed of the above rationale and potential for harm to the fetus. The student will also be given a copy of NRC Regulatory Guide 8.13-"Instruction Concerning Prenatal Radiation Exposure" to read and discuss with the radiography department head. The student will sign documentation stating that she has received and understood the information she has been given. The pregnant student must strictly follow the following guidelines:
  - a. The pregnant student must faithfully wear an additional radiation monitor at waist level to monitor fetal radiation dose. This monitor will be provided by the program at no cost to the student.
  - b. In accordance with the NCRP Report #116, during the entire gestational period, the effective dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.05 rem a month. Federal regulations also state that the dose to an embryo/fetus should not exceed 0.5 rem for the entire pregnancy.
  - c. Pregnant students are expected to actively participate in all program classes, clinical rotations, and activities up until the day of delivery in accordance with current program attendance policies. The student will participate in regular clinical assignments/rotations, including fluoroscopy and portables since the normal exposure level does not exceed 0.5 rem per year. The student will not be able to attend clinic if physical restrictions prevent her from performing routine clinical duties such as lifting, wearing lead aprons, etc.
  - d. All attendance policies of the college and the radiography program will remain in effect for the student. The student is responsible for all class work covered during any absences and for obtaining necessary material and assignments from instructors or fellow classmates. Extenuating circumstances may be requested for unforeseen circumstances.
  - e. No student will be allowed to graduate until all required clinical competencies are complete. Missed clinical time must be made up according to a schedule created by the program faculty.
4. If at any time the student is no longer pregnant, a written withdrawal of declaration will be submitted.

5. At any time, a student can submit a written withdrawal of declaration. At this time, the student will be considered not pregnant and the fetus will not continue to be monitored.

## Radiography Program Specific Attendance Procedure

Didactic courses within the radiography program adhere to the VGCC attendance policy (15% of the total contact hours of the course).

Due to accrediting and licensing requirements of the radiography profession, the radiography program has received Dean approval to enforce a more stringent attendance policy for clinical rotations and their associated courses (RAD 151, RAD 161, RAD 171, RAD 251, and RAD 261). Students are allowed two (2) full-day absences of their assigned clinic rotations without penalty. See the section CLINICAL INFORMATION, pages 28-50 of this document for attendance-specific rules and regulations for clinical attendance.

In the event students are required to attend a college event (RAD Club meetings, Radiography Program meetings, Open House, Scholarship Award Ceremonies, Educational Conferences, Pinning Rehearsal, etc.) students will not be penalized for any missed time. However, students will be responsible for any material missed. Students should plan with instructors to review missed lectures, tests, assignments, and lab.

## Radiography Classroom Attendance Procedures

The faculty believes that anytime a student is not in attendance, he/she is not able to receive the full benefits of the experience and/or lecture. Therefore, attendance at all classes is expected. At the same time, the faculty recognizes that the students may contract illnesses that incapacitate them and/or cause them to be hazardous to others. In the event this occurs, the student should use his/her better judgment whether to attend class. If the student is absent for three (3) consecutive days, due to a communicable illness, then he/she must return with a doctor's release. These absences will be recorded as absences. A doctor's note will not excuse an absence unless an extenuating circumstance is granted by the Program Director. If a doctor's note removes a student from class or from clinical rotations, then the student must present the Program Director with a doctor's release to return to class and/or clinical rotations.

If the student's absence occurs on an EXAM day or a day on which an in-class STUDENT PRESENTATION, PROJECT, or ASSIGNMENT is due:

1. Scheduled Exams
  - a. Students must take a missed test/exam on the first class (any class) day upon returning to the South Campus.
  - b. The missed test/exam will not be taken during class time, but before or after class.
  - c. If the exam is taken the first day upon returning to South Campus, no penalty is assessed to the exam score.
  - d. If the student does not take the missed test/exam on the next class day on South Campus, a 10-point deduction will be given and the missed test/exam rescheduled a second time.

- e. For each additional occasion, the exam must be rescheduled, an additional 10-point deduction will occur.
  - f. The “make-up” exam given to the student may be an alternate exam at the discretion of the instructor but will be equal in content.
2. Classroom Quizzes
  - a. Missed classroom quizzes cannot be rescheduled or made up.
  - b. A zero (0) will be given for any missed classroom quiz.
3. Presentations and Projects
  - a. Students must present a missed presentation/project at the beginning of the first class day back.
  - b. If the student is not prepared to present an individual presentation/project on the first day of class upon his/her return, a zero (0) will be given for the oral portion of the presentation.
  - c. If a student is absent during the date a GROUP presentation/project is due, the remaining members of the group will present and the absent member will be given a zero (0) for his/her oral portion of the presentation.
  - d. Any written component of the presentation/project is still required to be submitted by the original due date outlined by the instructor and will not be extended.
  - e. The instructor has the discretion of outlining in their syllabus of the required means of submission. This submission will be via the assignment link in Moodle or by emailing the instructor.
  - f. If the student does not submit the written portion of the presentation /project by the due date, a zero (0) will be given.
4. Online Tests and Moodle Assignments – Remote Learning
  - a. Online assignments are due according to posted deadlines and are not extended.
  - b. If an online test or assignment is not completed and submitted by the due date and time, a zero (0) will be given.

Students are responsible for all material covered in scheduled classes whether they are in attendance. It is the student’s responsibility to assume the task of obtaining the material they need from classmates and/or the instructor.

Please note that the instructor reserves the right to alter course content, sequence, and evaluation percentages if the need arises. Tests and quizzes remain the property of the Radiography Program. Students are provided with opportunities to review tests/quizzes after they are graded. All Radiography faculty members maintain an open grade book policy. If at any time you have questions/concerns about anything pertaining to a class, please do not hesitate to contact your instructor.

## Learning with Honor

- **Academic Integrity.** Students are expected to display qualities that are of high moral principles and professional standards. In the event the student violates these standards, then he/she will meet with the instructor of the course and the program director. The penalty for the violation will be addressed on an individual basis and may result in dismissal.

- **Plagiarism.** Students are expected to submit his/her work. In the event another person's idea or written work is submitted with the intent of claiming it as the original, then this will be considered a violation of academic integrity.
- **Lying for Academic Advantage.** Honesty is a core value of the health care profession. Students are expected to be always honest. In the event it is determined that the student has lied for academic advantage, then this will be considered a violation of academic integrity.
- **Cheating.** The possession of answer keys, notes, textbooks, cell phones, etc. is considered evidence of the intention to cheat which will be treated the same as if the students cheated. Cheating will be considered a violation of academic integrity.
- **Falsification of Documents.** Falsification of any documents including clinical will not be tolerated. In the event it is determined that the student has falsified any part of or all documents, then this will be considered a violation of academic integrity. In addition, if the student knowingly accepts documents that are falsified, then this will be considered a violation of academic integrity.

## Student Clinical Information

### Rationale

The main purpose of the clinical education courses in any Radiography Program is to transfer the theories learned in the classroom to real-life applications. Upon graduation, the student will have the skill set for an entry-level radiographic technologist job position. They will be scheduled and rotated through a variety of clinical affiliates by the clinical coordinator to obtain this skill set.

To measure the student's ability to perform at satisfactory levels of competency, a method of evaluation has been established to meet the needs of this program. The Clinical Coordinator provides students with course documents, including information regarding Clinical Attendance, Clinical and Competency Evaluations, as well as Clinical Record-Keeping documents at the beginning of each Clinical Education course. Students are required to submit all original documents to the clinical coordinator at the completion of each semester. A letter grade in the clinical course does not constitute success in the course. If the student does not submit the required documents for the clinical course their grade will reflect as an "F." The student must maintain a grade of "C" or better to remain in the program.

Students will also be formally evaluated by clinical site preceptors through Student Clinical Evaluations. These evaluations provide students feedback on their progress in clinical education courses. Areas of evaluation are: concern for patient's welfare and safety, preparedness, organization, punctuality, adaptation to routines, perseverance, initiative, cooperation, self-confidence, composure, enthusiasm, and overall attitude.

The Radiography student is not allowed to diagnose the patient. However, the Radiography Program faculty expects the student to be able to distinguish between "normal" anatomy and diseases, pathologies, fractures, and any other abnormal finding(s).

### Trajecsys

Trajecsys is a cloud-based clinical tracking application utilized by the program starting with the entry cohort of 2021. Records tracked by the Trajecsys system include but are not limited to, time records,

practice competencies, competencies, continued proficiencies, site orientation checklists, and student evaluations. Student's and technologist's use of Trajecsys are required. The responsibility of ensuring the accuracy of logged information in Trajecsys lies primarily on the student. Students should ensure their ARRT checklist document and daily logs correlate with the information logged in Trajecsys. If any discrepancies are found, the student should bring them to the attention of the appropriate party to ensure correction occurs.

## Student Expectations for Trajecsys

### CLOCKING IN & OUT

1. Students will clock in each day, upon arrival to the department, at the start of the clinical day. Dependent upon the site, the student may need to sign in on his/her phone.
2. Students will clock out before his/her lunch time and back in upon completion of his/her lunch time.
3. Students will clock out at the end of the day prior to leaving the department.
4. After clocking in for the day and back from lunch, students will store his/her phones, lunch bag, and any personal items in a location designated by the facility. Students are not to have a cell phone or smartwatch on their person at any while they are on the floor.

### FIRST DAY AT A NEW SITE

1. Students must ensure that the Clinical Site Orientation Form is completed at each new clinical site. Even if you have been there previously. This form can be found in Trajecsys and must be completed by the clinical preceptor. The document is called the Student Clinical Site Orientation Checklist.

### DAILY LOG SHEETS

2. Students are expected to keep track of all exams he/she performs, observes, or assists with and mark them as such using the Daily Log Sheet for Trajecsys that is provided to in Moodle.
3. If a student has a repeat exposure, the student is responsible for logging this in the Daily Log Sheet. The clinical preceptor or supervising technologist will approve these records daily or weekly.

### ENSURING EXAMS ARE ENTERED

1. It is the student's responsibility to ensure that the technologist you worked with completes your competency documentation in Trajecsys. This includes practice comps, comps, and continued proficiency documents. Practice comps, comps, and continued proficiencies should be completed by end of week. If you are rotating out of that site, you must ensure the tech completes your documentation before leaving the site or the exams will be invalid and must be repeated.

## Student Clinical Concerns Procedure

The program has a process for addressing any clinical concerns that would jeopardize the program's ability to meet the mission. Below are the steps outlined for the resolution of student clinical concerns:

1. The student will meet with a Clinical Preceptor to discuss the concerns.
2. The concerns are brought to the attention of the Clinical Coordinator for resolution
3. In the event the concerns are not resolved, the Clinical Coordinator will present the concerns to the Program Head
4. In the event the Program Head cannot resolve the concerns, the Program Head will present the concerns to the Dean of Health Sciences

5. If the Dean of Health Sciences cannot resolve the concerns, the Dean will present the concerns to the Vice President of Learning, Student Engagement, and Success

## Program Chain of Command

1. Clinical Preceptor
  - a. Contact numbers are made available to students via Moodle.
2. Clinical Coordinator
  - a. 252-738-3515
3. Program Head
  - a. 252-738-3397
4. Dean of Health Science or Dean of South Campus
  - a. 252-738-3397 or 252-738-3521
5. Vice President of Learning, Student Engagement, and Success
  - a. 252-738-3283

## Guidelines for Clinical Rotations

The Radiography Program currently has a wide variety of clinical affiliates. These clinical affiliates include a level one trauma center, small and large hospital centers, outpatient facilities, and orthopedic centers. Students will have the opportunity to rotate through a variety of clinical affiliates during the program. These rotations not only offer a wider variety of exams/procedures that students may encounter but also give students the opportunity to directly train with state-of-the-art equipment.

The location of a student's home, daycare facilities, child's school district, and place of employment is not a factor when assigning students to a clinical affiliate. The location in which the student is assigned is based on several factors including, but not limited to:

1. The student's personal clinical needs.
2. The student's exposure to various radiographic equipment.
3. The exams/procedures still required to meet the requirements for graduation.

**NOTE:** If the student has obtained a student technologist position at one of the program's clinical affiliates, he/she will not be able to rotate through that specific facility in the diagnostic area. Students will be allowed to rotate through specialty modalities within these institutions. Students must notify the radiography clinical coordinator of their employment at a clinical site (See Student Employment procedure).

## Guidelines for Alternate Rotations

The goal of the alternate rotation is to allow students the opportunity to gain experience in trauma radiography. An alternate rotation includes but is not limited to second shift, third shift, or weekend shift(s). Although clinical rotations are primarily first shift, the opportunity for an alternate rotation is provided to all students throughout the entirety of the program. All students are required to complete at least one alternate rotation during the twenty-one-month program. Due to the ARRT competency requirements, no student will be permitted to do all his/her clinical time on an alternate shift. All policies and procedures as outlined in the Student Handbook will be adhered to during the alternate rotations.

## Guidelines for Modality Rotations

The goal of the specialty rotation is to allow students the opportunity to observe modalities. Please note that students must complete all ARRT clinical competencies and electives before rotating through other radiographic modalities. Once a student has selected a radiographic modality, he/she will rotate through that radiographic modality for two (2) weeks. This will be on Monday, Wednesday, and Friday (6 days total) for senior students. All students are required to rotate through the CT modality. Students may perform additional radiographic modality rotations if clinical placements are available.

### Mammography Modality Rotations

The radiography program at Vance Granville Community College has revised its policy, effective 5/1/16, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.

The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

### Guidelines for MRI Rotations – Student Screening Procedure

The purpose of this procedure is to ensure the safety of the Radiologic Technology students before entering a Magnetic Resonance Imaging scanning room/field. It assures appropriate MRI Safety screening has been completed annually on each student.

All students in the Radiography program at Vance Granville Community College will be instructed in MRI Safety basics in the first semester of the program prior to entering clinical rotations. In addition, all students will be screened again in the fourth semester of the program to ensure continued safety in the event of a clinical rotation within an MRI facility. Students may also be subject to additional screenings at MRI facilities. In the event the student experiences any medical history changes, the expectation is that the student notify the program.

Magnetic Resonance Imaging (MRI) scanners generate a strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path.

Anyone entering the MR environment without being thoroughly screened by qualified MR personnel may potentially compromise his/her safety and/or the safety of everyone in the MR environment. It is the MRI technologist's responsibility to control all access to the scan room. As a student, you too become part of this safety team adhering to all MRI safety policies and procedures. At any point, a student has doubt, an MRI Technologist or Radiologist should be consulted.

## Clinical Time

The average total time per week that a student is in contact with instructors is 30-40 hours (about 1 and a half days). This includes the classroom, lab, and clinic. At no time will the student exceed 40 hours (about 1 and a half days) of combined clinical and classroom involvement. Hours exceeding these limitations must be voluntary on the student's part. The student will not skip his/her lunch period or will not remain in clinic after the end of the clinic day unless he/she is completing a procedure that was started prior to the clinical end time.

The faculty believes that anytime a student is not in attendance at a clinical rotation, he/she is not able to receive the full benefits of the experience even if competencies are eventually met. Therefore, full-time attendance is expected at the clinic. At the same time, the faculty recognizes that the students may contract illnesses that incapacitate them and cause them to be hazardous to patients and others.

## Clinical Absences

Students are allowed two (2) full day absences from clinic without penalty each semester. Each full day of absences acquired beyond the allowed two (2) absences will result in a 10-point grade deduction from the student's final grade per occurrence. An absence is considered anything less than half of the designated clinic time for the day.

All students must remain in clinic at least half of the designated clinical time to be counted present. For example, if the student is scheduled to be in clinic for 7 hours, he/she must stay in clinic at least 3.5 hours to be counted as present. If the student leaves before the 3.5-hour mark, he/she will be counted absent for the day.

In the event, the student leaves early or reports to clinic after the scheduled start and end time, the missed time must be made up during semester breaks or at the end of the semester. Failure to make up this missed time will result in the clinical grade of an "I." Please see the Policy for Incomplete Grade in Student Catalog.

The Clinical Coordinator will inform the students at the beginning of the semester of the days available for clinical make up time. Any time to be made up must be agreed upon by the student, clinical preceptor, and the clinical coordinator prior to the student reporting to the clinical site.

Students may not accumulate missed time due to leaving early or arriving late to be used as an allowed absence. All time accumulated from leaving early or arriving late will be made up by the student as described above.

Students will be required to make up their missed time from the clinical site in which the original time was missed. Failure to make up all tardy times will result in not meeting the minimum requirement for graduation and a grade of an "F" in the clinical component. All original time records must be submitted at the end of each semester for students who are not using Trajecsys. Failure to submit completed, original documents will result in an "Incomplete" grade for the clinical course. The student will have one week to return all original documents for the semester. Failure to submit original completed clinical documents will result in the grade of an "F" in the clinical course.

## Clinical Call Out Procedure

If a student is unable to attend clinic or is tardy to clinic for any reason, the student must call to inform their CI, Clinical Coordinator, and Adjunct Clinical Preceptor of their absence prior to the start of the clinical day. Contact numbers will be provided to all students via Moodle.

If any student fails to comply with the correct clinical call-out procedure a 10-point deduction from that student's final grade will take place immediately, with no warning or reprimand. This deduction can occur for any of the following reasons:

- Failure to call the clinical site, the clinical coordinator, and the adjunct clinical instructor prior to the start time of your clinical day.
- Failure to contact your clinical site and speak to a person to properly inform them that you will not be present at clinic.
- Failure to call out on the same day as your absence.
- Failure to call all 3 contacts set forth in the proper call-out procedure.
- Failure to follow proper call-out procedure for absences or tardiness.
- Failure to document your clinical absence in Trajecsys.

This statement will serve as a warning notice to all students. In the event the proper call-out procedure is not followed, the penalty as stated above will take place. An AVISO alert will be sent to the student as notification of this penalty.

## Meals and Breaks

Lunch and dinner schedules will be assigned at the discretion of the clinical preceptor at each clinical affiliate. The student is allowed a 15-minute break during 1st semester of the junior year. The remaining semesters allow for a half-hour lunch break during each clinic day. Students are required to sign in and out for lunch each clinical day. Students are not allowed to leave the clinical affiliate for lunch. No student is allowed to skip his/her lunch period for any reason. Students are not allowed coffee or smoke breaks.

If the clinical affiliate allows technologists a lunch break longer than 30 minutes, students are still required to take only the designated 30-minute allotment.

## Contacting of Students in the Clinical Area Due to Emergency

Because cell phones are not allowed in the clinical setting, in the event of an emergency, the radiography program has a procedure in place to notify a student in the clinical area.

Students should supply family members, schools, or any other person(s) with the following numbers to use in the event of an emergent situation:

- Audrey Stainback – 252-738-3210
- South Campus Front Desk – 252-738-3504

If an outside person needs to contact a student in clinic due to an emergency, they should first call Ms. Stainback at the number provided above. Ms. Stainback will then contact the clinical affiliate to inform the student.

If Ms. Stainback is unavailable, the Front Desk at South Campus can be contacted. The front desk will contact the clinical coordinator directly and the clinical coordinator will contact the proper clinical site and student.

## Clinical Counseling Session

The program faculty and adjunct clinical staff strive to prepare the radiography student to become an entry-level technologist by the time of graduation. Unfortunately, there may be occasions when a faculty member and/or Clinical Preceptor must counsel the student for issues with behaviors, work ethics, teamwork, attitude, absenteeism, grades, ALARA standards, competency levels, and professionalism, to name a few. If the faculty and/or Clinical Preceptor feel the student is not functioning at the level expected, a counseling session will be held with the student. This allows the student to be fully aware of any issues that are causing the faculty and/or clinical site to be concerned. The counseling session does not necessarily mean the student is in danger of being dismissed from the program. However, it should alert the student that if actions are not corrected, further issues could arise that would require further disciplinary actions.

Once the Clinical Coordinator has been made aware of the issue, Aviso notifications will be sent to the student and disciplinary action as stated in this Radiography Student Handbook will be initiated.

## CPR Certification

Current CPR (American Heart Association) certification is required for entry into the Radiography Program. Certification must be maintained during the entire 21-month program. It is the student's responsibility to keep up with his or her CPR expiration date. If CPR certification lapses before completion of the program, the student is responsible for re-certification. If a student fails to comply, he/she will not be able to participate in clinical rotations.

## TB Skin Test (PPD)

A two-step TB skin test is required prior to entering VGCC's Radiography Program. A two-step TB skin test is defined by having two TB skin test performed within a twelve-month period. After obtaining the initial two-step TB skin test, the student must complete a TB attestation on an annual basis but will not be required to obtain a two-step TB skin test again unless TB exposure has occurred, or symptoms develop.

## Flu Vaccination

To prevent the spread of communicable diseases, select clinical affiliates require students to receive a mandatory flu vaccination or present a doctor's note stating why the student cannot receive the flu vaccination (additional forms may be needed). This vaccination is typically due between October 1st and March 31st, during the prime season for the disease to spread. It will be the student's responsibility to cover the cost of the vaccination. Students are to follow the guidelines for submitting the appropriate vaccination verification or needed physician's documentation according to the specific clinical affiliate's requirements. If the student does not submit documentation of the vaccination, the student will not be allowed to attend the select clinic sites until this requirement is fulfilled. Attendance procedure will be enforced for these absences.

## COVID Vaccination

Most clinical agencies have mandated that students, faculty, and staff provide proof of full COVID-19 vaccination to participate in clinical setting. VGCC does not require the COVID-19 vaccination; however, we must abide by the mandates of our clinical training partners.

To afford all students an equitable opportunity to obtain all required clinical competencies, students must show proof of vaccination to be granted access to selected clinical affiliates. If a student is denied access by the clinical affiliates, the student will be withdrawn from the program.

## Falsification of Clinical Records

It is VGCC Radiography Program's goal to ensure that all clinical records are true and accurate. The following are the Radiography Program's guidelines to ensure that the code of ethics is being always upheld.

1. Clinical Related Records
  - a. The student is expected to clock in using Trajecsyst upon arrival to the radiography department of his/her clinical site. Students are not allowed to clock in from the parking lot or any other point outside of the radiology department. Students must ensure the clinical preceptor approves time records by the end of each week to ensure time records are true and accurate. By approving time records in Trajecsyst, the clinical preceptor is attesting that all records are true and accurate.
  - b. Should a student forget to clock in/out for start/end of the clinical day or his/her lunch break, the student should do a time exemption in Trajecsyst. This will allow the student to correct the time and make a note as to why a time exemption was entered. The clinical preceptor must approve this record by the end of the week. By approving time records in Trajecsyst, the clinical preceptor is attesting that all records are true and accurate.
  - c. It is the student's responsibility to maintain possession of his/her clinical paperwork. If any paperwork is altered without an authorized initial beside it, or if paperwork is falsified, the alteration/falsification will be considered as falsification of documents, which is grounds for immediate dismissal from the program.
2. Practice Competencies, Competencies, and Continued Proficiencies
  - a. The student will inform the evaluating technologist of his/her intent to practice comp and/or comp, prior to retrieving the patient.

- b. The evaluating Technologist will observe the student throughout the entirety of the exam; if he or she is successful, the competency should be logged in Trajecsys by the end of the week. The supervising technologist must log the exam into Trajecsys.
  - c. Once the exam is complete and the patient is discharged, the technologist will review the radiographs with the student asking any pertinent questions (anatomy, what this position best visualizes, etc....).
  - d. The technologist must be registered by the ARRT to sign off on any student exams or orientation forms in Trajecsys.
  - e. The technologist must have been working in the field for a minimum of six (6) months to sign off on any student competency.
  - f. If the technologist is a new hire, he/she will not sign off on any practice competencies, competencies, and/or continued proficiencies until he/she has completed the department's orientation period and has gone over all pertinent paperwork with the clinical preceptor and/or clinical coordinator.
3. **All clinical practice competencies, competencies, and continued proficiencies should be logged into Trajecsys by the end of each clinical week. It is the student's responsibility to ensure his/her exams are recorded in Trajecsys by the appropriate technologist.**

## Dismissal from Clinical Affiliate

If a student has the unfortunate event of being asked to leave a clinical affiliate, and not to return, the following steps will occur:

1. The student will have a meeting with the clinical coordinator to discuss the events which resulted in the request.
2. If it is found that the student has violated the following: 1) Vance-Granville Community College Code of Conduct, 2) ARRT Code of Ethics, 3) Student Conduct as described in the *Radiography Program Student Handbook* or is deemed a danger to patients, the student will be dismissed from the program.
3. The student will have the right to appeal; however, if the student's appeal is not upheld, he/she will be permanently dismissed without the opportunity to return into the Radiography Program or any other Health Science Division program at VGCC.
4. If the student has not violated any of the above, the student may be relocated to another clinical affiliate at the discretion of the clinical coordinator. This relocation is allowed if it does not violate the number of students approved to be at any given clinical affiliate, the student does not work for the clinical affiliate at which there is an open slot, and no other student must be relocated to accommodate the student.
5. If the request not to return to the clinical affiliate does not fall into #2, but the clinical coordinator still decides to dismiss the student, the student has the right to an appeal.

## Clinical Dismissal Appeals

A student who has been dismissed from the Radiography Program due to unsatisfactory or unsafe clinical practice has the right to appeal the decision. The student may attend class and lab but not clinical during the appeal process.

In the Radiography Program, the following will be the lines of authority for Clinical Dismissal Appeals:

1. Radiography Program Head
2. Dean of Health Sciences

Procedure for Clinical Dismissal Appeals:

1. The student will personally deliver the Clinical Dismissal Appeal Form along with a letter of appeal to the Program Head of Radiography within five college working days of the dismissal.
2. A written response from the Program Head of Radiography will be available to the student within five college working days from receipt of the student's form and letter. The student will indicate if they "Accept" or "Reject" the decision of the Program Head of Radiography. If the student accepts the decision, he/she should check "Accept," sign the form and leave it with the Program Head.
3. If the student rejects, is not satisfied, with the response from the Program Head of Radiography, the student will have five college working days to deliver the Clinical Dismissal Appeal Form, the original letter of appeal and the response letter from the Program Head of Radiography to the Dean of Health Sciences. The student will not be allowed to make any additions or changes to the original letter of appeal throughout the appeal process.
4. A written response from the Dean of Health Sciences will be available to the student within ten college working days from receipt of the student's letter. The decision of the *Dean of Health Sciences is final*.

## Direct and Indirect Supervision Procedure

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are outlined as follows:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is physically present during the entire conduct of the examination.
4. A qualified radiographer reviews and approves the radiographs.

**At no time is the student allowed to perform portables, operating room procedures, and/or emergency department exams/procedures without DIRECT SUPERVISION.**

After demonstrating competency in each procedure, a student may perform that procedure with indirect supervision. The parameters of indirect supervision are as follows:

1. A qualified radiographer must be immediately available to assist students and must review and approve all radiographs. Immediately available is interpreted as the presence of a qualified radiographer in or adjacent to the room or location where a radiographic or fluoroscopic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

## Repeat Radiograph Procedure

If a radiograph is of unacceptable quality, corrective action must be determined prior to the student

performing the repeat. A registered radiographer must physically go into the room during the entirety of the repeat. If the repeat is of inadequate quality, the student will **not** perform another repeat, but should assist the radiographer. If the exam is a practice competency, competency, or continued proficiency the student will not receive a passing mark on the examination.

**Students may refuse to repeat radiographs if a qualified radiographer is not present.**

**Students must notify Clinical Coordinator or program faculty member if they are made to violate policy or requested to violate this procedure.**

If the exam requires a second repeat, it is no longer the students' exam, and the students are directed to remove their maker from the exam. There should be no evidence to show that a student performed a second repeat exam.

## Patient Identification Procedure

In all hospital settings, it is required that an Inpatient and/or Emergency Room patient have an ID armband on prior to the student's performing the exam. If an armband is not present, the student must wait for a nurse to put one on, or the technologist may take over the exam. Please note that outpatients wear ID bands as well.

Orthopedic settings do not require patient armbands. Students are expected to follow the protocol used at the facility in which they are assigned for patient identification.

## Holding Patients or Image Receptors

It is VGCC's policy that students are not allowed to hold patients or image receptors during radiographic procedures (this includes fluoro studies). A technologist, nurse, or family member may hold the patient or image receptor once the student has properly positioned the patient for exposure. Please note anyone holding a patient and/or image receptor **MUST BE** properly shielded prior to making the exposure. It is the student's responsibility to provide adequate shielding for anyone holding a patient or image receptor for the student to complete the exam.

## Competency Checklist Guidelines

**The student is required to complete a minimum of 36 mandatory competency exams.** Studies listed with an "M" next to them are required by the ARRT and the Radiography Program. The student is required to obtain 15 elective exams as designated by the ARRT on the competency checklist. The studies with an "E" next to them are elective studies designated by the ARRT. The student is also required to complete 10 mandatory general patient care activities listed at the beginning of the competency checklist. **These studies must be completed to graduate.** Practice competency exams may only be performed once the student has tested on the material (both written and practicum). Lab simulations must be performed if the exam is designated as mandatory by the ARRT. The student is required to use this checklist to record all required exams and ensure the technologist(s) he/she works with enters the information into Trajecsys.

On the checklist form, the number listed after the exam is the number of continued proficiencies required for that exam to graduate. In the event the competencies and/or continued proficiencies are not completed at the time of graduation and the student has completed the minimal amount of clinical time required to graduate, the student will receive an Incomplete "I" in RAD 261. The student will have

a designated amount of clinical time to remove the Incomplete “I” from RAD 261. The student will need to schedule a meeting with the clinical coordinator and Program Director to discuss the student requirements and the timeline for completion (See “I” Grade or Incomplete Policy).

## Laboratory Simulation

Once the student has been presented the information in the didactic class, he/she will need to perform a simulated competency with one of the faculty members prior to performing a practice competency in the clinical setting. The student will be required to arrange with a faculty member for each exam/procedure to be simulated. The laboratory simulation must be successful to begin performance of the practice competency in the clinical setting. This simulation will be completed on ALL exams/procedures that are required (M) and two fluoroscopy procedures that are not ab but very prevalent in the clinical setting.

## Practice Competency Evaluation

Once a student has completed a simulation on a radiographic procedure, he/she must notify the clinical preceptor or a registered technologist (who has been working in the field for a minimum of 6 months) when he/she is ready to perform a practice competency.

**The entire exam/procedure must be monitored by a technologist.** (This includes picking up the patient as well as discharging the patient). The technologist is allowed to **assist minimally**. The student must be able to perform the exam/procedure within a reasonable amount of time. The student is required to have knowledge of the following:

1. Proper Identification of Patient/History
2. Verification and Explanation of Exam/Procedure
3. Proper Patient Preparation (removal of clothing, potential artifacts)
4. Performance of Exam in Appropriate Time
5. Appropriate Equipment Manipulation
6. Correct Central Ray (CR) location
7. Correct SID
8. Correct Part Positioning
9. Appropriate Placement of Correct Marker
10. Evidence of Radiation Protection (Shielding and Collimation)
11. Proper Set up of Control Panel/Technique Manipulation
12. Proper Breathing/Movement Instructions
13. Critiquing of Radiographs/Anatomy Identification

**The student’s markers must be identifiable on all radiographs. These markers MUST be placed on the correct anatomical side of the patient to be considered acceptable.**

## Competency Evaluation

When a student has completed a practice competency evaluation at an acceptable level of performance, he/she will request a competency evaluation from the clinical preceptor or other designated registered technologist (that has been working in the field for at least 6 months). The student will demonstrate his/her skill and competency on a radiographic examination previously covered and tested on in the

radiography positioning class.

The competency evaluations are comparable to a paper test in the classroom. For this reason, the technologist **is not allowed** to assist the student when he/she is performing a competency evaluation (other than moving the patient onto the exam table). The student is not allowed to ask any questions during the competency evaluation. Students are not allowed to refer to textbooks or any notes pertaining to angulations, CR location, etc. Once the patient arrives, the technologist should stand at the exam room door or behind the control panel and evaluate the student **while** the exam/procedure is being performed. The student is responsible for reviewing his/her radiograph(s) and determining whether the radiograph(s) is/are of diagnostic quality. The technologist IS NOT ALLOWED to instruct the student as to which corrections are required. If the student is unable to determine if the radiograph(s) is/are of diagnostic quality or is unable to correct all mistakes, the competency will be considered unsuccessful. The competency is pass or fail. Once the student has passed the competency evaluation, he/she will be responsible for competently performing the exam until graduation. **The student's marker must be identifiable on all radiographs. The correct marker MUST be placed on the correct anatomical side of the patient to be considered acceptable. The entire examination/procedure must be monitored by a technologist.**

## Remedial Laboratory Practice

If at any time a student struggles to perform the competency evaluation or progression evaluation, remedial work in the laboratory with a Radiography Program faculty member may be required. After appropriate practice, the examination must be re-evaluated. Therefore, students are urged to be confident of their ability to perform an examination before they request to be evaluated so that they can complete the task at an acceptable level the first time.

## Continued Proficiency Exams

On the checklist form, the number after the exam is the number of continued proficiencies required for that exam to graduate. This indicates that in addition to getting a competency on these exams, the student must demonstrate continued proficiency on these exams. The number indicates the total number of continued proficiencies that must be performed prior to program completion. Performing continued proficiency exams is a means of ensuring that the student becomes proficient in a variety of exams at an entry level. The student must inform the technologist that he/she wants a continued proficiency prior to the start of the exam/procedure. A registered radiologic technologist will supervise the student and sign the continued proficiency exam form if the student performed the exam correctly. In the event the student did perform the attempt correctly, no credit will be given for a continued proficiency. The student must perform all the required/ordered radiographs for the exam to receive the continued proficiency. Students must complete the exam/procedure independently including, but not limited to:

1. Evaluation of the radiographs
2. Talking with the Radiologist (if applicable)
3. Showing the Radiographs
4. CR Location
5. SID
6. Angulation of the tube
7. Exposure factors/Technique selection

#### 8. Setting up of fluoro procedures

**The student's marker must be identifiable on all radiographs. The correct marker MUST be placed on the correct anatomical side of the patient to be considered acceptable.**

**Prior to performing an exam independently, the technologist may check the student's ARRT Competency Checklist for date of competency completion. Only at this time can the student be supervised indirectly.**

**If the student is not able to perform an exam that he/she has already achieved competency, the competency will be pulled from his/her file and another competency for that exam will have to be successfully performed. If continued proficiencies are documented, they will be voided.**

### Radiologist Observation Requirement

Students must also meet a required minimum of two (2) hours of Radiologist observation contact hours during radiologist's dictation. The radiologist will complete a designated form stating the student has met this requirement. This form must be submitted and placed into the student's clinical record. Select clinical sites do not have radiologists dictating interpretations. For those sites, the student may observe the physician or physician assistant responsible for dictation. **This requirement must be met to be eligible for graduation.**

### Confidential Information

Student radiographers can complete the clinical objective requirements of the Radiography Program through the privileges granted them from the clinical affiliates associated with the Radiography Program. Students are required to complete the Health Information Portability and Accountability Act (HIPAA) training. Documentation of completion must be provided to the Radiography Program. While in the clinical areas, students will be privy to confidential information for each patient examined. Any discussion of the patient information beyond the purpose of fulfilling clinical assignments is prohibited. Discussion of patient information with co-workers and hospital employees must be accomplished in a confidential manner and place. This information should be restricted only to the healthcare personnel involved in that patient's care. Conversations in elevators, eating places, or other places of common assembly within the hospital must be avoided. Conversations outside the hospital are forbidden. All radiographs and reports are considered legal documents. Under no circumstances are students allowed to obtain the following:

1. Radiographs or radiographic reports of family, friends, self, or patients
2. Medical chart information on family, friends, self, or patients

Select clinical sites require the students to sign documentation stating they are aware of HIPAA procedures and they will abide by them during their rotation within that clinical agency.

### Cell Phones, Cameras, or Video Recorders in the Clinical Area

Students are not allowed to obtain photographs or video footage of any kind while attending clinic, or on clinic site grounds. Violations of this policy will be subject to proper corrective action. As a reminder, the students are not allowed to have a cellphone within the clinical area.

## Radiation Monitoring Device (TLD)

Students will always wear the radiation monitoring device (TLD) provided by the program while on clinical assignment. Students may NOT use their program TLD for employment purposes. Students should always bring their TLD's to campus for any radiography class with a lab component. The TLD's will be exchanged once every 3 months (quarterly). Radiation reports will be kept in the clinical coordinator's office. Current radiation reports will be made available within 30 days (about 4 and a half weeks) of receipt and discussed upon request or during student conferences. Notification of TLD readings will be sent to each student through a secure email in AVISO.

**If a student's TLD is lost, the student will not be able to attend clinic until a new TLD arrives. Five (5) points will be deducted from the student's clinical grade due to the loss of the TLD. It will be the responsibility of the student to cover the cost of overnighting a new TLD. To overnight a new TLD currently costs approximately \$75.00, which will be the responsibility of the student. Any missed time due to the loss of the TLD will result in attendance penalties according to the clinical attendance procedure. See clinical attendance procedure.**

**The TLD must also be for the correct month. Students will not be allowed to attend clinical with TLD's that are from previous months (unless the new badges have not been delivered due to shipment delay).**

## Dose Limit Regulations

As required by State Regulation 15A NCAC 11, Rule .1614, everyone who enters a restricted area under such circumstances that he or she receives, or is likely to receive, a radiation dose of 10% of the limits documented in State Rule .1604(a) (5 rem/yearly) will be provided an appropriate monitoring device. Everyone under 18 years of age shall be allowed an annual occupational dose of 500 millirem/yearly.

NCRP report #116 has established maximum annual dose limits for all adult radiation workers at 5,000 millirems or 50 millisieverts and quarterly dose limits of 1,250 millirems or 12.5 millisieverts. Therefore adult (at least 18 years of age) radiography students have the same dose limits as other radiation workers.

In compliance with the ALARA (as low as reasonably achievable) principles, the program recommends the maximum annual dose limit for adult radiography students be 400 m (about the height of the Empire State Building)R/40mSv or a quarterly limit of 100 m (about the length of a football field)R/1.0 mSv. Should a currently enrolled radiography student's dosimeter reading exceed either of the programs recommended limits, the NCRP report will take precedence, the following program guidelines will be employed:

In accordance with ALARA procedures, the personnel monitoring "action" Level One for one quarter is 100 millirem as reported on the quarterly report from Landauer. If an individual exceeds these limits, they shall be informed on radiation policies to restrict and prevent re-occurrence. All notifications will be documented by memo from the program faculty. A Level Two notification will be given if the quarterly report shows an exposure of 200 millirem or greater. A more thorough review of their radiation safety habits is performed at this notification level.

Should dose limits be exceeded, the provisions of 15A NCAC11 are followed:

1. A report (telephone or email) to the North Carolina Department of Environmental, Health, and Natural Resources – Division of Radiation Protection is made within 24 hours of the time the RSO was notified of the overexposure.
2. A written report to the same agency is made within 30 days (about 4 and a half weeks) using the format given in Rule .1647 of 15A NCAC 11.

**Examples of a Level One and Level Two notification are on the following pages.**

## Level One Radiation Exposure Notification Memorandum Example

To: Student

From: VGCC Radiography Program Faculty

Subject: Level One Radiation Exposure

The intent of an ALARA (as low as reasonably achievable) program is to maintain exposure to radiation at levels that are as low as feasible. Our radiation safety program is based on the premise that radiation exposure is not risk free and therefore, exposure should be kept to levels that are permitted by the State, the Nuclear Regulatory Commission, and other regulatory agencies. ALARA is critical to current radiation protection philosophy.

You are being sent this memo because you have received at least 100 millirems on your last quarterly radiation monitoring report from Landauer for the period of:

Your actual exposure was:

Your dose is low and below regulatory limits but indicates a need to review their radiation safety procedures for reduction of exposure. Remember to apply the basic rules of time, distance, and shielding to keep your exposure as low as possible.

Please keep this report for your records. A copy will also be kept in your program file.

X

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Student

X

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Program Head

## Level Two Radiation Exposure Notification Example

To: Student

From: VGCC Radiography Program Faculty

Subject: Level Two Radiation Exposure

The intent of an ALARA (as low as reasonably achievable) program is to maintain exposure to radiation at levels that are as low as feasible. Our radiation safety program is based on the premise that radiation exposure is not risk free and therefore, exposure should be kept to levels that are permitted by the State, the Nuclear Regulatory Commission, and other regulatory agencies. ALARA is critical to current radiation protection philosophy.

You are being sent this memo because you have received at least 200 millirems on your last quarterly radiation monitoring report from Landauer for the period of:

Your actual exposure was:

Your dose is above our Level Two limit and indicates a need to review their radiation safety procedures for reduction of exposure. Please reply to the following questions and return the form as soon as possible so we may evaluate any factors affecting your exposure. Always remember the principles of time, distance, and shielding to help reduce your exposure.

1. Was the monitor placed or stored near radiation?
2. Did you accidentally expose yourself to a beam of radiation?
3. Were you involved in procedures involving unusually high exposure to radiation?
4. Please describe any unusual incident or provide any additional information that will help explain this exposure.

Please keep this report for your records. A copy will also be kept in your program file.

X

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Student

X

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Program Head

## Film Markers

Students will use radiopaque, initialed right and left film markers, to properly identify the person performing the radiographic procedures. Film markers are a REQUIRED part of the clinical uniform and the student must have them to obtain the maximum benefit of their clinical education.

1. Film markers will be paid for by the student and ordered during the first semester of classes.
2. Students are encouraged to purchase TWO sets of markers (approximate cost of \$13 per pair for a total approximate cost of \$36).
3. If a marker must be replaced, the student must promptly order an identical marker at the current market price.

**The student cannot attend clinic without having their film markers in their possession.** Any clinic missed because of not having film markers is considered an absence or tardy. In addition to the markers the individual markers the student purchases, the Radiography Program will have additional “emergency markers” that can be signed out by the student if the need arises.

If a student loses a set of their markers:

1. The student’s second set of markers should be utilized and a replacement set ordered.
2. In the event both sets of student purchased markers are unavailable, the student can come to South Campus and sign out a set of the Radiography Program’s “emergency markers.”
  - a. If the Program’s emergency markers are signed out by the student, a timeline will be established for their return.
  - b. If the student loses the program’s emergency markers, the student must reimburse the program the cost of replacing the markers.

## Personal Appearance

The personal appearance and demeanor of the Radiography student reflect both the college and program standards and are indicative of the student’s interest and pride in his/her profession.

Uniforms will be clean, pressed, and display proper identification. Shoes must be clean and always polished. Surgery scrubs will be worn ONLY during the performance of the surgery assignment.

Body odor and cigarette smoke may irritate sensitive patients. Please be mindful of any smells that may cause the patient distress. This is also part of the student’s personal appearance.

## Dress Code

**Any student reporting to the clinical affiliate in improper uniform or attire will be sent home.** In the event the student is carpooling, he/she will be required to sign out of clinic and wait in a designated area until clinic is over.

1. Students will wear uniform scrubs (Color and style designated by the Radiography Faculty).
2. Shirts under the designated uniform must be solid black with no decals showing. The student may also wear a turtleneck in the appropriate color.
3. Solid black socks will be worn.

4. Black leather uniform shoes or black leather athletic shoes must be worn. If the student chooses an athletic shoe, it must:
  - NOT be a high-top shoe
  - Be solid black with no bright colors
  - NOT display any prominent brand name label
  - Be **leather**; NO canvas, mesh, or rubber
  - Be free of dirt and in good condition
  - Have a full back that covers the heel; NO uniform clogs or heel straps
5. Lab coats are not required, but the student may purchase one from a uniform shop. If worn, they must be black in color, long-sleeved, and below the hips.
6. No perfume or after-shave may be worn. Make-up should be applied conservatively.
7. Jewelry should be limited to a wedding/engagement ring(s), and one small pair of post-earrings (worn in the first piercing closest to the jaw line). No earrings will be worn in the upper cartilage of the ear. No dangling or hoop earrings are allowed. No necklaces, additional rings, or bracelets may be worn for safety/hygienic reasons. For professional reasons, tongue rings, nose rings, lip rings, or eyebrow rings may not be worn. Any dermal anchors that are visible must be covered during clinic. No smart watches shall be worn in the clinical setting.
8. Hair must be clean, dry, and out of the face always. **Shoulder length hair or longer must be up and off the shoulders.** Hair ornaments should be small and discrete.
9. Facial hair must be kept shaved to accommodate facial masks.
10. Fingernails must be kept natural, short, and clean. The student's nails should be no more than ¼" and not be seen past the finger tips. Nail polish of any kind is not acceptable. No acrylic nails.
11. Tattoos must be always covered.
12. Personalized radiopaque image markers are part of the approved uniform for radiography students and must be with the student during clinical rotations.
13. Radiation monitoring devices (TLDs) and name tags are required items to be worn on the uniform. Name tags must be worn on the upper left hand corner of the uniform top. TLDs must be worn along the collar of the uniform top.
14. In addition to the required radiation monitoring device (TLD) and identification badge, some clinical affiliates require facility identification badges. These will be distributed by the facility and will be worn in conjunction with the Radiography Program's radiation monitoring device (TLD) and identification tag.

If in doubt, the student should ask the program faculty prior to wearing questionable attire to the clinical site.

## Uniforms

Students will wear the uniforms that will be ordered at the time of orientation. If students should need to order additional uniforms later in the program, they will make those requests directly to the supplier. Students are not allowed to wear uniforms of a different brand name while in the program. The uniforms selected for each class are the only accepted and approved uniform for the radiologic class. Other brand names may look similar, but exact matching is impossible. The cost will be the responsibility of the students.

## Procedure for Student Employment

Many students find it necessary to maintain a part-time job while enrolled in the program. Some students may be employed by the radiology departments of our affiliates as technical aids, clerical staff, or as student radiographers. Students must realize that their first responsibility is to the satisfactory completion of their education.

**Students will be required to inform the clinical coordinator regarding employment at any of the Radiography Program's clinical affiliates.**

The following are guidelines for student employment:

1. The employment is a relationship between the student and the employer (Radiography Department). It is the students' responsibility and **NOT** the employer or program faculty to coordinate work and school schedules. The program **WILL NOT** act as an intermediary between the student and the employer (Radiography Department).
2. The student **WILL NOT** discuss employment with management during clinic hours.
3. **Students must inform the clinical coordinator immediately of a job obtained at any of the Radiography Program's clinical affiliates.**
4. Employment is to take place **ONLY** at times outside of scheduled college classes, and clinical education hours. Students will **NOT** be excused early or granted excused absences from class or clinical to work. This includes job related orientation/training days.
5. Scheduled paid working hours cannot be substituted for required clinical education hours.
6. Clinical competency evaluations **MAY NOT** be completed for credit during paid working hours.
7. A student may not be assigned a diagnostic clinical rotation at a site where he/she is employed within the radiography department at that clinical rotation. Employment in other areas within a clinical affiliate will not prevent the student from being assigned to a clinical agency.

## Student Guidelines for the Clinical Area

**Breaching any of the following guidelines may result in the student being dismissed from the Program.**

- I. Clinical Preparation:
  - Report to clinic prepared for his/her room assignments or exams performed in that room.
  - Report to clinic in an alert condition:
    - a) No sitting or leaning on counters in clinic.
    - b) No sleeping in clinic
    - c) Not be in the possession of drugs, or liquor, nor engage in their use before or during clinical assignments.
  - Report to clinic in proper, complete uniform.
  - Students should review positioning, anatomy, radiographs, equipment manipulation, etc. during slow periods.
- II. Clinical Performance (Prohibited Actions):
  - "Picking and Choosing" exams or procedures.
  - Performing an incorrect projection/exam/procedure on a patient.

- Performing extra views not requested by the ordering physician and/or required according to the clinical sites' SOP to obtain a practice competency and/or competency.
- Repeating a radiograph because the students' marker is not visualized in its entirety.
- Performing repeat radiographs without a technologist present.
- Walking out in the middle of an exam/procedure.
- Performing Operating Room exams, portable exams and/or Emergency Department exams without a technologist physically present.
- Receiving assistance from a technologist and/or student during the attempt of a competency on an exam/procedure.
- Refusing to accept assignments by the Clinical Preceptor or to take directions from an individual designated by the Clinical Preceptor.

### III. Clinical Professionalism (Prohibited Actions):

- Speaking about other students' clinical performance, attendance and/or tardiness, speed during exams/procedures and/or quality of work to other students, technologists and/or faculty members.
- Students leaving their assigned area within the Radiology Department without specific permission by the Clinical Preceptor, Clinical Coordinator, and/or program faculty.
- Falsifying and/or altering clinical documents.
- Accepting competency forms that were not earned independently even though the technologist gave a passing grade.
- Engaging in theft of any articles from the clinical affiliate.
- Engaging in inappropriate conduct, as defined by the Clinical Sites agreement and regulations, and the student handbook, while on clinical assignment. (Depending on the infraction may result in dismissal from the program).
- Leaving the clinical assignment for meals, or clock in early or late for meals.
- Loitering in the radiology department of the clinical affiliate at times not specified for clinical assignment.
- Chewing gum while on clinical assignment.
- Taking smoke breaks during clinical hours other than the designated lunch break. If the student is assigned to a clinical site that is smoke free, he/she is expected to abide by the smoke free policy.
- Using the clinical affiliates' telephone for personal use.
- Discussing employment with management during clinical hours. Other than the designated lunchtime.
- Having or using audible beepers, pagers, or cell phones in the clinical setting.
- Using clinical affiliate's computers for anything other than appropriate hospital use.

### IV. Patient Care (Prohibited Actions):

- Not properly identifying patient using multiple identifiers such as, but not limited to; armband, birthdate, social security numbers, home address, etc.
- Leaving patients unattended while undergoing diagnostic procedures.
- Mistreating, be verbally abusive, or inconsiderate of the patient's feelings and/or needs.
- Leaving an inpatient unattended in the transport area (unless approved by clinical affiliate).
- Not obtaining appropriate patient history (signs/symptoms).

- Not thoroughly explaining exam/procedure to the patient.
- Not aiding patient such as, but not limited to; providing urinals/ bed pans, emesis basins, sheets/blankets/pillows, etc.
- Walking out on a patient who is vomiting, screaming in pain, having incontinence issues, defecating on himself/herself, etc.
- Making exposures on patients without properly shielding them.
- Making exposures on patients without properly providing protective shields for others having to remain in the room such as family members, prison guards, sitters/patient aids, doctors, nurses, etc.

Students should practice appropriate patient care and customer service. Including, but not limited to:

1. Address the patient with Miss, Mrs., Ms., or Mr.
2. Ensure the patient comprehends instructions.
3. Assist patient to and from the wheelchair/stretchers, etc.
4. Hold back of chairs when patient is moving.
5. Ensure stretcher/wheelchair is locked prior to moving patient.
6. Ensure bed rails are up when not performing exam/procedure.
7. Answer all questions to patient's satisfaction.
8. Not use pet names when addressing patients (honey, sweetie, etc.).
9. Engage only in polite, professional conduct.

Students **ARE NOT ALLOWED** to participate in any extra-curricular activities during clinic. This is to include, but not limited to:

1. Blood Drives
2. Job Fairs
3. Uniform Sales
4. Participate in solicitation offers during clinical hours (Tupperware sales, Avon sale, etc.)
5. Departmental parties (unless during lunch break)

Radiography students should adhere to appropriate guidelines as published by the college for initiation of grievances concerning any aspect of clinical coursework. (See College Catalog for Student Code of Conduct). This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.

**The program faculty will counsel students guilty of any infraction of the Radiography Program Student Code of Conduct. Each infraction will be handled by the program faculty according to the seriousness of the situation and in accordance with the published current College Code of Conduct. Please be aware that any of these infractions could be grounds for immediate and permanent dismissal from the Radiography Program.**

## Radiography Program Semester Course Sequence

### Fall Semester – First Year

Title	Class	Lab	Clinical	Credit
RAD 110 Radiography Introduction & Patient Care	2	3	0	3
RAD 111 Radiographic Procedures I	3	3	0	4
RAD 151 RAD Clinical Education I	0	0	6	2
BIO 163 Basic Anatomy & Physiology*	4	2	0	5
MAT 110 Mathematical Measurements or MAT 143 Quantitative Literacy	2	2	0	3
<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>6</b>	<b>18</b>

### Spring Semester – First Year

Title	Class	Lab	Clinical	Credit
RAD 112 Radiographic Procedures II	3	3	0	4
RAD 121 Image Production I	2	3	0	3
RAD 161 RAD Clinical Education II	0	0	15	5
ENG 111 Expository Writing	3	0	0	3
<b>TOTAL</b>	<b>8</b>	<b>6</b>	<b>15</b>	<b>15</b>

### Summer Semester – First Year

Title	Class	Lab	Clinical	Credit
RAD 122 Image Production II	1	3	0	2
RAD 141 Radiation Safety	2	0	0	2
RAD 171 RAD Clinical Education III	0	0	9	3
CIS 110 Introduction to Computers	1	2	0	3
ENG 112 Writing/Research in the Disciplines	3	0	0	3
<b>TOTAL</b>	<b>6</b>	<b>8</b>	<b>12</b>	<b>14</b>

### Fall Semester – Second Year

Title	Class	Lab	Clinical	Credit
RAD 211 Radiographic Procedures III	2	3	0	3
RAD 231 Image Production III	1	3	0	2
RAD 113 RAD Lab Elective	0	3	0	1
RAD 251 RAD Clinical Education IV	0	0	21	7
PSY 150 General Psychology	3	0	0	3
<b>TOTAL</b>	<b>8</b>	<b>9</b>	<b>21</b>	<b>18</b>

### Spring Semester – Second Year

Title	Class	Lab	Clinical	Credit
RAD 261 RAD Clinical Education V	0	0	21	7
RAD 271 Radiography Capstone	0	3	0	1
HUM 115 Critical Thinking**	3	0	0	3
<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>21</b>	<b>13</b>

**Total Semester Hours Required for A.A.S. Degree: 74**

\*Students transferring BIO course(s) from other colleges must submit an official transcript. Note: BIO course(s) required for the program must be completed within ten years of the beginning of fall 2015

entry date. The completed series of BIO 168 and BIO 169 may be substituted for BIO 163 ONLY if the series is completed prior to enrollment in the Radiography program.

\*\* HUM 115 Critical Thinking is preferred for program, but students may also take other courses meeting the Humanities requirement as listed below:

(ART 111, ART 114, ART 115, ENG 231, ENG 232, MUS 110, MUS 112, PHI 215, or PHI 240)

## Related Course Descriptions

Title	Class	Lab	Clinical	Credit
<b>BIO 163 Basic Anatomy and Physiology</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>

Prerequisites: Local, DRE 098

Corequisites: None

Course Offering Availability: Fall, Spring, Summer

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

Title	Class	Lab	Clinical	Credit
<b>CIS 110 Introduction to Computers</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>

Prerequisites: None

Corequisites: None

Course Offering Availability: Fall, Spring

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course is also available through the Virtual Learning Community (VLC).*

Title	Class	Lab	Clinical	Credit
<b>ENG 111 Writing and Inquiry</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

Prerequisites: State, DRE 098

Corequisites: None

Course Offering Availability: Fall, Spring, Summer

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).*

Title	Class	Lab	Clinical	Credit
<b>ENG 112 Writing and Research in the Disciplines</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

Prerequisites: State, ENG 111\*

Corequisites: None

Course Offering Availability: Fall, Spring, Summer

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).*

Title	Class	Lab	Clinical	Credit
<b>Humanities</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

Please refer to the Student Catalog for descriptions of Humanities Courses that are approved for the Degree of Associates in Applied Science.

Title	Class	Lab	Clinical	Credit
<b>MAT 110 Math Measurement and Literacy</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

Prerequisites: State, Take All: DMA 010, DMA 020, and DMA 030

Corequisites: None

Course Offering Availability: Fall, Spring and at the discretion of the Dean

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Title	Class	Lab	Clinical	Credit
<b>MAT 143 Quantitative Literacy</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

Prerequisites:

State, Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisites: None

Course Offering Availability: Fall, Spring, Summer-at the discretion of the Dean

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in

modern media and encountered in everyday life. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

Title	Class	Lab	Clinical	Credit
<b>PSY 150 General Psychology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

Prerequisites: Local, DRE 098

Corequisites: None

Course Offering Availability: Fall, Spring, Summer

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).*

## Radiography Course Descriptions

### First Year Radiography Course Descriptions

Title	Class	Lab	Clinical	Credit
<b>RAD 110 Radiography Introduction and Patient Care</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Fall

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

Title	Class	Lab	Clinical	Credit
<b>RAD 111 Radiographic Procedures I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Fall

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

Title	Class	Lab	Clinical	Credit
<b>RAD 112 Radiographic Procedures II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Offering Availability: Spring

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

Title	Class	Lab	Clinical	Credit
<b>RAD 121 Image Production I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Spring

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

Title	Class	Lab	Clinical	Credit
<b>RAD 122 Image Production II</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Summer

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

Title	Class	Lab	Clinical	Credit
<b>RAD 141 Radiation Safety</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Summer

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

Title	Class	Lab	Clinical	Credit
<b>RAD 151 RAD Clinical Education I</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Fall

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Title	Class	Lab	Clinical	Credit
<b>RAD 161 RAD Clinical Education II</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>

Prerequisites: None, Program Head Approval

Corequisites: None

Course Offering Availability: Spring

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Title	Class	Lab	Clinical	Credit
<b>RAD 171 RAD Clinical Education III</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>

Prerequisites: None, Program Head Approval

Corequisites: None

Course Offering Availability: Summer

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all students and transitioning to mastering positioning of advance studies. Upon completion, student should be able to demonstrate successful completion of clinical objectives.

## Second Year Radiography Course Descriptions

Title	Class	Lab	Clinical	Credit
<b>RAD 113 RAD Lab Elective</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Fall

This course provides additional laboratory opportunities in a radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations.

Title	Class	Lab	Clinical	Credit
<b>RAD 211 RAD Procedures III</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Fall

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology, and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

Title	Class	Lab	Clinical	Credit
<b>RAD 231 Image Production III</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Fall

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

Title	Class	Lab	Clinical	Credit
<b>RAD 251 RAD Clinical Ed IV</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>7</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Fall

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Title	Class	Lab	Clinical	Credit
<b>RAD 261 RAD Clinical Ed V</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>7</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Spring

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Title	Class	Lab	Clinical	Credit
<b>RAD 271 Radiography Capstone</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

Prerequisites: Local, Program Head Approval

Corequisites: None

Course Offering Availability: Spring

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

## Advisee Checklist

1. You should contact and stay connected with your adviser.
2. You should become familiar with your advisers office hours and schedule.
3. You should make and keep appointments or call if it is necessary to change or cancel an appointment.

4. You should be willing to discuss any concerns regarding schoolwork, study habits, academic progress, etc.
5. You should be open to discussions concerning careers and selection of appropriate courses.
6. You should be willing to search out and use other sources of information.
7. You should clarify some of your personal values and goals prior to sessions with your adviser.
8. You should be prepared; have the necessary forms and have an idea of the type of schedule you desire.
9. You should become knowledgeable about all VGCC policies, procedures, and requirements.
10. You should accept responsibility for decisions to be made and the outcome thereof.

If it is necessary to quickly visit to see your adviser without an appointment, try to do so at a time when he/she is free, avoid the busiest time of the day, and allow plenty of time in case you must wait.

The first and last two weeks of each term are the busiest for your advisor; please schedule longer conferences (to discuss change of programs, graduation requirements, etc.) during the middle part of the term.

Working effectively with your advisor takes time and effort; the interaction is worthwhile. Enjoy it!

## Relationships with Instructors

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. Form your own opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. Be attentive. Daydreaming, sleeping, or having side conversations in class will insult your instructor. Besides, you miss what is happening. Side conversations also disturb other students.
3. We all have mental pictures about instructors. They are unapproachable, brilliant, boring, demanding, eccentric, etc. Assume nothing. Get to know your teacher first-hand. Take advantage of their office hours. Some instructors express their love and enthusiasm for their subject in private conversations much better than during lectures.
4. Many instructors have special office hours. Most are delighted to talk to students. That is why they are teachers. Talking to one student allows them to focus on the area that is critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
5. Arrive early for classes. You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest.
6. Participate in class discussions. Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to be noticed, however, wastes everyone's time.
7. Accept criticism. Learn from your teacher's comments on your work. It is a teacher's job to correct. Do not take it personally.
8. Submit professional work of high quality in both content and form. Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.

## Instructional Department

Dr. Kim Sepich – Vice President of Learning, Student Engagement, and Success

Dr. Angela Thomas - Dean of Health Sciences

Dr. Brandy Bowling – Dean of Arts and Sciences

Stephanie Tolbert - Dean of Business and Applied Technologies

## Where to find it at Vance-Granville – Main Campus

Counseling Services – Student Learning & Success Center – Building Eight

Tuition Information – Admissions & Records or Financial Aid – Building Eight

Transcript Request – Admissions & Records – Building Eight or myVGCC

Withdrawal Forms – Admissions & Records – Building Eight

Part-Time Work – Career Services – Building Eight

Extracurricular Sports - Student Development Division – Building Eight

Hairstyling – Cosmetology – Building Three

Tutorial Information – Academic Skills Center – Building One

Health Insurance – Business Office – Building One

Career Planning Information – Career Services – Building Eight

Service Learning – Cooperative Ed/Service Learning – Building One

Library Information – Learning Resources Center – Building Two

Parking Permits – Business Office – Building One

Disability Services – Counseling & Student Support Services – Building Eight

Placement Testing – Admissions & Records – Building Eight

Financial Aid – Financial Aid – Building Eight

Student Policies/Procedures – Dean of Student Development – Building Eight

## Where to find it at Vance-Granville – South Campus

Counseling Services – Student Learning & Success Center – G1103

Tuition Information – South Campus Main Reception Area

Transcript Request – South Campus Main Reception Area

Withdrawal Forms – myVGCC

Work Study – Student Learning & Success Center (Financial Aid) – G1103-F

Hairstyling – Cosmetology – Franklin Campus

Tutorial Information – Student Learning & Success Center – G1103

Career Planning Information – Career Services – South Campus Student Learning & Success Center

Student Health Insurance – South Campus Main Reception Area

Service Learning – Cooperative Ed/Service Learning – Contact Academic Program Head

Library Information – Learning Resources Center – G1103

Parking Permits – South Campus Main Reception Area

Accessibility Services – Main Campus Building Eight

Placement Testing – South Campus Main Reception Area

Financial Aid – Student Learning & Success Center – G1103-F

Radiography Reference Books – Learning Resources Center – G1103

## Satellite Campuses

South Campus

Franklin Campus

Warren Campus

## Student Learning and Success Center

Academic Skills Center

Counseling and Student Support Services

Financial Aid

## Emergency Procedures: On Campus Guide

This information should be placed in an area where it is readily accessible. All faculty, staff and students are encouraged to be familiar with the following emergency procedures.

In case of Emergency, Dial 911.

For Campus Security, Dial 3373 from a campus or classroom phone or 252-738-3373 from a cell phone.

### WHAT TO DO IN CASE OF AN EMERGENCY

Emergencies can occur at any time, often without warning. The following pages can help you deal with many emergency situations appropriately. Your judgment often determines whether an incident is an emergency. If in doubt, err on the side of safety.

- If you have an EMERGENCY requiring police, fire, or ambulance, call 911 without delay.

- When you call 911 for emergency services, stay on the line and give the following information:

Your name, telephone number and exact location.

The location of the emergency.

The nature and extent of the emergency (i.e., Are there injuries and how many?)

- Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do.
- Be aware of your surroundings, and report any suspicious activities.
- Know where the fire alarm activation pull stations are in your building and how to evacuate your building if the alarm is set off.
- Red emergency phones have been installed in various locations around the Main Campus. The call boxes dial directly to Main Campus security when activated.

You must report any crime on campus to campus police. Faculty and staff should encourage students and visitors to report any incident that involves them.

## Problem – Main Campus

Your Problem	Where to go
Academic Probation and/or Suspension	Counseling Services or Advisor
Add a Class	Counseling or Admissions & Records
Admission Information	Admissions & Records
Academic Advisement	Counseling Services or Advisor
Cancelled Class	Registrar's Office or Advisor
Class has Moved	Department Head/Program Chair or Admin Assistant
Drop/Add Form	Counseling or Admissions & Records
Fee Deferment	Dean of Student Development
GI Bill or Veteran Benefits	Financial Aid Office
Grade Report/Transcript	Registrar's Office or myVGCC
I.D. Card	Dean of Student Development
Library Card	Learning Resources Center
Library Fines	Learning Resources Center
Pre-Major Advisement	Counseling Services
Register for Classes	Advisor or Career Coach
Scholarship Application	Financial Aid Office
Student Loans	Financial Aid Office
Tutoring	Academic Skills Center

## Radiography Program Advisory Committee

The Radiography Program Advisory Committee members are representative of all program interests. Radiology administrators, radiologists, staff technologists, graduates of the program, and a first or second-year student representative serve on the committee. Members are appointed for three-year terms and may be re-appointed for additional terms.

## Advisory Committee Members

The VGCC Radiography Advisory committee consists of clinical instructors, Physician's Assistants from participating clinical sites, and technologists who share a common goal of preparing radiography students for entry level employment.

## Clinical Affiliates

The following facilities are used for direct clinical education experience.

1. Alamance Regional Mebane Imaging (Medcenter Mebane)  
102 Medical Park Dr.  
Mebane, NC 27302
2. VCU – Community Memorial Hospital  
1755 N. Mecklenburg Ave.  
South Hill, VA 23970
3. VCU – Community Memorial Hospital  
Orthopedic Services 1755 N.  
Mecklenburg Ave.  
South Hill, VA 23970
4. Duke Regional Hospital  
3543 Roxboro Rd.  
Durham, NC 27704
5. Duke University Medical Center  
2301 Erwin Rd.  
Durham, NC 27710
6. Durham Diagnostic Imaging  
4323 Ben Franklin Blvd.  
Durham, NC 27704
7. Granville Medical Center  
1010 College St.  
Oxford, NC 27565
8. Maria Parham Medical Center  
566 Ruin Creek Rd.  
Henderson, NC 27536
9. Maria Parham Plaza  
120 Charles Rollins Road  
Henderson, NC 27536
10. Maria Parham Franklin  
100 Hospital Dr.  
Louisburg, NC 27549
11. EmergeOrtho– Apex  
910 West Williams St.  
Apex, NC 27502
12. EmergeOrtho– Chapel Hill  
100 Perkins Dr.

- Chapel Hill, NC 27514
13. EmergeOrtho– Durham  
120 William Penn Plaza  
Durham, NC 27704
  14. EmergeOrtho– Oxford  
107 E. McClanahan St.  
Oxford, NC 27565
  15. EmergeOrtho– Raleigh  
3100 Duraleigh Rd.  
Raleigh, NC 27607
  16. EmergeOrtho– Roxboro  
799 Doctors Court  
Roxboro, NC 27573
  17. EmergeOrtho– South Point  
7810 NC 751 Ste. 150  
Durham, NC 27713
  18. EmergeOrtho– Wake Forest  
11550 Common Oaks Dr.  
Raleigh, NC 27614
  19. Durham VA Medical Center  
508 Fulton St.  
Durham, NC 27705

## Clinical Preceptors by Site

1. Alamance Regional Mebane Imaging  
Angela Bass – (919)-568-7309  
Kristin Kouzakas
2. VCU – Community Memorial Hospital  
Kim Walker - (434) 584-5202  
Tammy Richardson - (434) 584-5209  
Betsy Lester
3. VCU – Community Memorial Hospital Orthopedic Services  
Rochelle Smith – (434)-584-5484  
Jessica Chapman – (434)-584-5484
4. Duke Regional Hospital  
Brittnee Gould – (919)-470-8401  
John Kelly – (919) -470-8401
5. Duke University Medical Center  
Cherita Taylor – (919)-385-1332
6. Durham Diagnostic Imaging  
Brett Rinehart (919)-618-3386
7. Granville Medical Center  
Stephanie Rigsbee (919)-690-3420  
Teresa Daniel  
Linda Woodlief

8. Maria Parham Medical Center  
Angela Hughes (919)-436-1730  
John Rooney (919)-436-1730
9. Maria Parham Franklin  
Megan Coffey (919)-340-8755  
James Spencer
10. Mariah Parham Plaza  
Mark Covington (252)-436-1743
11. EmergeOrtho– Apex  
Bethany Polich (919)-363-1957
12. EmergeOrtho– Chapel Hill  
Savannah Nichols (919)-913-1700
13. EmergeOrtho– Durham  
Tabitha Owens (919)-281-1793  
Amberly Stepp
14. EmergeOrtho– Oxford  
Ruth Wood (919)-690-8588
15. EmergeOrtho– Raleigh  
Matthew Lawhorn (919)-866-4218  
JeremyBanton  
Brianne May
16. EmergeOrtho– Roxboro  
Katie Bagbey (336)-330-4514
17. EmergeOrtho– South Point  
Savannah Nichols (919)-544-7270
18. EmergeOrtho– Wake Forest  
Victoria Alford (919)-453-5750
19. Durham VA Medical Center  
Ashley McGovern (919)-286-0411  
Krista Briggs-White (919)-286-0411  
Robert Windsor (919)-286-0411 x6995

## Radiography Program Faculty Contact

Dr. Angela Thomas, R.T(R)  
Interim Program Head for Radiography  
Office, South Campus, Building 2, G2214  
252-738-3397  
[thomasa@vgcc.edu](mailto:thomasa@vgcc.edu)

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Clinical Coordinator  
Office, Building 2, South Campus G2212  
252-738-3515  
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Part-time Instructor  
919-410-7515 (Google Voice/Text)  
[soless@vgcc.edu](mailto:soless@vgcc.edu)

Anthony Twisdale B.S.R.T.(R)  
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252-738-3505  
[atwisdale@gmail.com](mailto:atwisdale@gmail.com)

Logan Humphries  
Part-time Instructor  
Office: South Campus, Building 2, G2205  
252-738-3305  
[lhumphries9191@vgcc.edu](mailto:lhumphries9191@vgcc.edu)

## Definition of Terms

**Affiliation Agreement.** A formal written understanding between an institution sponsoring the program and an independent clinical education setting.

**American Registry of Radiologic Technologists Certification or Equivalent.** Certification by the American Registry of Radiologic Technologists or unrestricted state license to operate radiation producing equipment.

**Assessment.** A systematic collection, review, and use of information to improve student learning, educational quality, and program effectiveness.

**Assessment Plan.** Provides direction for actions and is a way to determine progress. At a minimum, an assessment plan should include goals, evaluation criteria and benchmarks, outcomes, and a plan of action.

**Clinical Coordinator.** Required if the program has 6 or more clinical education settings or more than 30 students enrolled in the clinical component. The clinical coordinator may not serve as Program Director. The clinical coordinator position may be considered equal to a full-time equivalent but may be shared by no more than four appointees.

**Clinical Education.** The portion of the educational program conducted in a healthcare facility that provides the opportunity for students to translate theoretical and practical knowledge into cognitive, psychomotor, and affective skills necessary for patient care.

**Clinical Education Setting.** A facility recognized by the JRCERT as meeting appropriate qualifications for delivering clinical education and evaluation of clinical competency. A minimum of one clinical preceptor/supervisor is designated at each site.

**Clinical Preceptor(s).** In radiography, one full-time equivalent clinical preceptor for every 10 students involved in the competency achievement process.

**Clinical Observation Site.** An observation site is used for student observation of the operation of equipment and/or procedures.

**Clinical Staff.** For radiography, the ratio of students to staff prior to student competency achievement in each examination or procedure shall not exceed 1:1. For radiation therapy, the ratio of students to staff shall always be 1:1.

**Clinical Supervisors.** In radiation therapy, one clinical supervisor for each clinical education setting.

**Competency.** Identified as radiographic knowledge and skills a student must master to successfully complete program requirements.

**Competency Based.** Student attainment of a specified level of proficiency.

**Competent.** The student's ability to successfully perform a series of designated radiographic positions/projections with indirect supervision and assume those duties and responsibilities according to course and clinical objectives. Having the capacity to function or develop in a particular way. Measuring up to all requirements without question or being adapted to an end.

**Competency Evaluation.** The procedure by which a student's performance is evaluated. Competency evaluation consists of knowledge, skills and affective behavior required of an entry-level radiographer.

**Communities of Interest.** Institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

**Credentialing Examination Pass Rate.** The number of graduates who pass the American Registry of Radiologic Technologists Credentialing examination or an unrestricted state licensing examination compared with the number of graduates who take the examination.

**Diagnostic Quality.** An acquired skill using methods to produce or yield a diagnosis. The ability to identify diseases/pathologies and/or injuries from a technically sound radiograph.

**Didactic Education.** The portion of the educational program in which knowledge is presented and evaluated in a classroom setting.

**Direct Supervision.** Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographer. The parameters of direct supervision are: A qualified radiographer reviews the request for examination in relation to the student's achievement, a qualified radiographer is physically present during the conduct of entire examination, and a qualified radiographer reviews and approves the radiographs.

**Due Process.** The formal procedure for resolution of a grievance or complaint that identifies timeframes for completion of each step and provides for a final appeal to a source external to the program.

**Gatekeeper.** An agency with responsibility for oversight of the distribution, record keeping, and repayment of Title IV financial aid.

**Goals.** Ends or results the program wants to achieve.

**Indirect Supervision.** For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a

radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

**Job Placement Rate.** The number of students employed in the radiologic sciences compared to the number of students actively seeking employment in the radiologic sciences.

**Laboratory Practice.** The portion of the educational program conducted in a simulated or dedicated laboratory provides students the opportunity for practical application, practice, and evaluation under the supervision of an instructor.

**Learning Environment.** Places, surroundings, or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms, laboratories, and clinical education settings.

**Learning Resources.** Media and reference materials utilized to support and enhance the educational program and scholarly activity.

**Master Plan of Education.** Documentation of the entire course of study that includes, at a minimum, didactic and clinical curricula, program policies and procedures, and strategies for assessing program effectiveness.

**Mission Statement.** A means to communicate an educational vision and purpose.

**Mixed Accreditor.** An accrediting agency whose responsibilities for accreditation include situations where the agency accredits the only educational program in an institution. Where there are multiple educational programs in an institution, the agency selected as the institutional accreditor.

**Outcomes.** Results, end products, or actual consequences resulting from the educational process. Outcomes include what the students demonstrated/accomplished or what the program achieved.

**Program Completion Rate.** The number of students who complete the program compared to the number of students initially enrolled in the program.

**Program Length.** Duration of the program which may be stated as total academic or calendar year(s), or total semesters, trimesters, or quarters.

**Qualified Practitioner.** A radiation therapist or radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

**Radiographic Procedure.** A series of radiographic exposures which produce diagnostic information.

**Recognized and Accepted Curriculum.** 1) The latest American Society of Radiologic Technologists professional curriculum and/or 2) other professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee.

**Registered Radiographer.** Radiographer who has successfully passed the National certification examination and is currently registered with The American Registry of Radiologic Technologists (ARRT).

**Simulation.** The technique of representing the real world; "a simulation should imitate the internal processes and not merely the results of the thing being simulated". Performance of an examination on a subject (not a patient) or phantom with exposure simulation and critique of the image area.

**Sponsoring Institution.** The facility or organization that has primary responsibility for the educational

program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in community and junior colleges; senior colleges and universities; hospitals, medical schools, postsecondary vocational/technical schools, and institutions; military/governmental facilities; proprietary schools; and consortia (two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program). Consortia must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

**Title IV Financial Aid.** Monies for education loaned or granted by the federal government, e.g., Perkins loans, Stafford loans, PLUS loans, Pell grants, Supplemental Educational Opportunity grants and work-study programs.

## Ethical Standards

### Principle I

The Radiologic Technologist functions efficiently and effectively, demonstrating conduct and attitudes reflecting the profession.

- 1.1 Responds to patient needs.
- 1.2 Performs tasks competently.
- 1.3 Supports colleagues and associates in providing quality patient care.

### Principle II

The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.

- 2.1 Participates in and actively supports the professional organizations for radiologic technology.
- 2.2 Acts as a representative for the profession and the tenets for which it stands.
- 2.3 Serves as an advocate of professional policy and procedure to colleagues and associates in the health care delivery system.

### Principle III

The Radiologic Technologist provides service to patients without discrimination.

- 3.1 Exhibits no prejudice for sex, race, creed, religion.
- 3.2 Provides service without regard to social or economic status.
- 3.3 Delivers care unrestricted by concerns for personal attributes, nature of the disease or illness.

### Principle IV

The Radiologic Technologist practices technology founded on scientific basis.

- 4.1 Applies theoretical knowledge and concepts in the performance of tasks appropriate to the practice.
- 4.2 Utilizes equipment and accessories consistent with the purpose for which it has been designed.
- 4.3 Employs procedures and techniques appropriately, efficiently, and effectively.

### Principle V

The Radiologic Technologist exercises care, discretion, and judgment in the practice of the

profession.

- 5.1 Assumes responsibility for professional decisions.
- 5.2 Assesses situations and acts in the best interest of the patient.

#### Principle VI

The Radiologic Technologist provides the physician with pertinent information related to diagnosis and treatment management of the patient.

- 6.1 Complies with the fact that diagnosis and interpretation are outside the scope of practice for the profession.
- 6.2 Acts as an agent to obtain medical information through observation and communication to aid the physician in diagnosis and treatment management.

#### Principle VII

The Radiologic Technologist is responsible for protecting the patient, self, and others from unnecessary radiation.

- 7.1 Performs service with competence and expertise.
- 7.2 Utilizes equipment and accessories to limit radiation to the affected area of the patient.
- 7.3 Employs techniques and procedures to minimize radiation exposure to self and other members of the health care team.

#### Principle VIII

The Radiologic Technologist practices ethical conduct befitting the profession.

- 8.1 Protects the patient's right to quality radiologic technology care.
- 8.2 Provides the public with information related to the profession and its functions.

8.3 Supports the profession by maintaining and upgrading professional standards.

### Principle IX

The Radiologic Technologist respects confidences entrusted during professional practice.

9.1 Protects the patient's right to privacy.

9.2 Keeps confidential, information relating to patients, colleagues, and associates.

9.3 Reveals confidential information only as required by law or to protect the welfare of the individual or the community.

### Principle X

The Radiologic Technologist recognizes the continuing education is vital to maintaining and advancing the profession.

10.1 Participates as a student in learning activities appropriate to specific areas of responsibility as well as to the scope of practice.

10.2 Shares knowledge with colleagues.

10.3 Investigates new and innovative aspects of professional practice.

## Grounds for Immediate Dismissal

The grounds for immediate dismissal from the Radiography Program at Vance-Granville Community College are listed below. I understand I can be dismissed from the program at any time during training for violation of any one of the grounds listed below:

1. Failure to maintain a grade of "C" or better in all major and related courses.
2. Insubordination to faculty or clinical affiliate staff.
3. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
4. The possession and/or use of alcoholic beverages before or during the classroom or clinical experiences.
5. Unethical conduct: a violation of ASRT/ARRT Code of Ethics.
6. Cheating in any course.
7. A clinical affiliate's refusal to allow a student on hospital property for violations including, but not limited to, theft, misconduct, or deficient performance.
8. Falsification of clinical records.
9. Violation of the Code of Conduct in the Student's Radiography Handbook or the *Student Catalog*.

X

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Student's Printed Name

X

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Student Signature

## Authorization to Release Information

I hereby authorize Vance-Granville Community College to release my health information including but not limited to my social security number, VGCC student ID number, immunization records, Student Medical Record Form, criminal background check and drug screen.

I attest that I have completed my criminal background check with the outside agency as instructed and authorize the agency to release the results of my criminal background check to any clinical facility as directed by Vance Granville Community College. I agree to comply with any drug screen testing as required by a clinical facility or in accordance with the Drug Screening and Criminal Background Check statement found in the Radiography Student Handbook. I authorize the results of my drug screen may be sent to a clinical facility as required and a representative of Vance Granville Community College to review the results of my drug screen as needed.

Any student under the age of 18 must have a parent or guardian sign for them.

X

---

Student's Printed Name

X

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Student Signature

## Radiation Safety/Protection Guidelines and Acknowledgement Form

Radiography students are required to be aware of radiation safety standards and guidelines when working in the x-ray lab on campus or at any of the clinical affiliates. This form is evidence that all Radiography students enrolled in Vance-Granville's Radiography Program are aware of protective measures for themselves, patients, family members, and any other medical staff that may be in the vicinity of the x-ray equipment during an exposure. The guidelines are as follows:

1. Before making an exposure, make sure the appropriate doors are closed (if applicable).
2. Before making an exposure, make sure all student(s)/technologists are behind the protective barrier.
3. Make sure all patients are shielded prior to making exposure.
4. Make sure any staff, faculty, adjunct faculty and/or family members are shielded if they must remain in the room during an exposure.
5. Ensure that the control panel is set correctly.
6. Do not, under any circumstances, radiograph another human being using the energized lab.
7. Never use x-ray equipment without the supervision of a qualified technologist.
8. Immediately notify faculty, clinical preceptor and/or manager if there are any problems with any x-ray equipment.
9. Always use ALARA (As Low as Reasonably Achievable) standards when performing x-rays.
10. Always wear a designated film badge during clinical hours and whenever exposures are being made in the energized lab.
11. Review film badge reports with the clinical coordinator during student conferences and any other time you wish to review reports.
12. Always have a qualified technologist assist and approve any repeat radiographs PRIOR to making exposure.
13. Do not make more than one (1) repeat of any given projection. A qualified technologist MUST perform the x-ray if another repeat of the same projection is warranted.
14. Ensure that you are a minimum of six feet from the portable unit prior to making an exposure.
15. Ensure that "x-ray" is called out prior to making an exposure with the portable unit.
16. Move adjacent patients and/or family members away from exposure area during portable x-rays whenever feasible.
17. Remove family members, prison guards, nurses, sitters/patient aids, doctors, etc.... from an area where exposures are made whenever possible. If not possible, provide protective shields prior to any exposures being made.

I have read the Radiation Safety Guidelines. I understand its content and agree to abide by the guidelines set forth during my two-year period.

X

Student's Printed Name

X

Student Signature

## Community Service Participation

Community Service is a donated service or activity that is performed by someone or a group of people for the benefit of the public or its institutions.

The Radiography Program deems community service an integral part of the program that will assist students in the development of interpersonal skills such as communication, cooperation, team building, empathy, and overall general care and concern for their fellowman.

Students will be required to complete a community service event to be eligible for graduation.

By signing below, I understand that I am required to participate in at least one community service event to meet the requirements of graduation.

X

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Student's Printed Name

X

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Student Signature

## Tobacco Free Policy

The Radiography Program's faculty wants to ensure that students are fully aware of the consequences that they may incur if they violate the College's smoke-free policies. Below are the expectations of Radiography students while on any of the Vance-Granville Community College's campuses and/or at any clinical affiliates.

Vance-Granville Community College is committed to providing its students and employees with a safe and healthy campus environment. The College recognizes that the use of tobacco products can be detrimental to the health of students, employees, and visitors, and recognizes that it has an obligation to promote a healthy learning and work environment free from unwanted smoke and byproducts of tobacco use. Thus, all College campus properties, grounds, and vehicles are tobacco free. Students who repeatedly violate the policy shall be referred to the Dean of Students for action in accordance with the Student Conduct Code. College employees who repeatedly violate the policy shall be referred to their supervisor for appropriate action in accordance with personnel policies. Visitors unwilling to comply with the policy may be asked to leave the property and or a college sponsored event.

Definitions used in this policy are as follows:

For the purposes of this policy, "tobacco products" are defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, or any products resembling or suggesting tobacco use including, but not limited to, electronic cigarettes and vapor pipes.

In addition to the above college policy, several of the clinical affiliates associated with VGCC's Radiography Program have smoke free policies. They, too, require that there not be any form of smoking while on the property, including inside cars. Radiography students need to be fully aware of this policy because the clinical affiliate has the right to ask a student not to return if he/she is found to be in violation of any policies they have set forth. Students ARE NOT allowed to leave a clinical affiliate's property to smoke. This would be a direct violation of VGCC's Radiography Program's Policies and Procedures. Each student must be aware that if he/she violates a policy set forth by the Radiography Program and/or the clinical affiliate, he/she may be immediately dismissed from the Radiography Program. Also, the student must be aware that if a clinical affiliate refuses admission to the site, that student will be immediately dismissed from the Radiography Program.

By signing below, I understand the above Smoke Free Policy while on VGCC's and/or any clinical affiliates' property. I understand that if I am found to be in violation of this policy, I may be immediately dismissed from the Radiography Program without the possibility of readmission.

X

Student's Printed Name

X

Student Signature

## Venipuncture Waiver

**Definition:** Venipuncture Procedure

**Purpose:** According to the ARRT, radiography students are required to be checked-off on venipuncture prior to graduation. Students will complete this task during the first semester of their junior year.

**Procedure:** The venipuncture process will be completed as follows:

1. Students will receive a lecture on venipuncture. This lecture will include PowerPoint session and handouts.
2. Students will watch a video demonstrating the venipuncture process.
3. Students will observe an instructor performing a venipuncture on a person.
4. Students will have the opportunity to practice venipuncture under the direct supervision of an instructor prior to the actual venipuncture check-off.

**Check-off Process:** There will be a designated day during RAD 110 on which students will be required to get checked-off on venipuncture under the direct supervision of an instructor. The check-off sheet will then be turned into the clinical coordinator to be placed in the student's clinical folder.

All students are required to perform the venipuncture portion to fulfill the requirements of the ARRT for graduation.

According to the ARRT, radiography students are required to be checked-off on venipuncture prior to graduation. Students will complete this task during the first semester of their junior year.

I give permission to have an IV placed within my hand and/or arm for the purpose of allowing another student to get checked-off on venipuncture according to the ARRT's requirements.

I understand that this will be accomplished under the direct supervision of a Radiography Instructor only after a complete lecture, video, and live demonstration of a venipuncture has been completed.

X

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Student's Printed Name

X

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Student Signature

## Photography, Videography, and Quote Release Form

Vance-Granville Community College regularly seeks students and alumni to feature in marketing and promotion materials. Your image and/or quotes may be used in print and electronic media for Vance-Granville Community College, including, but not limited to, newspaper and magazine publications, billboards, radio and television advertisements, and the college Web site.

Please complete and sign the following release form:

I hereby authorize Vance- Granville Community College to use my image and/or quotes for any use the college deems appropriate in the promotion and marketing of Vance-Granville Community College.

I understand that my quotes may be edited for content but will not deter from the true spirit of the quotation.

I understand that my image may be altered (blemishes removed, red-eye reduction, etc.). I understand my name and identity may be revealed.

I understand that these materials may also be used by the North Carolina Community College System Office to further promote community colleges throughout the state and these materials may appear in state-wide publications including, but not limited to, billboards, Web sites, radio, television, newspaper, magazines, etc.

I fully discharge Vance-Granville Community College, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors, from all claims, monetary and otherwise, that I may have against Vance-Granville Community College, its parent, affiliates, or subcontractors, arising out of the use of my image or quote.

I understand there is no financial or other remuneration for the use of my image and/or quote. If a current student, I declare that I have read the Vance-Granville Community College Student

Code of Conduct, and I will do my best to uphold the Code and exhibit behavior that portrays a positive image as a Vance-Granville Community College student.

Students under the age of 18 should have a parent or guardian sign for them.

X

---

Student's Printed Name

X

Student Signature

## Student Handbook Agreement

I have read the Student Handbook for the Radiography Program at Vance-Granville Community College in its entirety. I understand its content and agree to abide by the policies and procedures and any future changes in these policies and procedures set forth during my 21-month (about 2 years) training period. The program reserves the right to alter policies, procedures, and content.

I have also read the Student Catalog from the "General Information" section to the "Code of Conduct" section. I understand its content and agree to abide by the policies and procedures and any future changes in these policies and procedures set forth during my 21-month (about 2 years) training period.

While a student at Vance-Granville Community College, I agree to always uphold the honor code. I will not give or receive assistance with any test, nor will I observe any exchange of information among others without reporting this to the instructor.

X

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Student's Printed Name

X

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Student Signature

## Pregnancy Policy Acknowledgement

As a female student entering the Radiography program at Vance-Granville Community College, I have read the Radiation Protection/Pregnancy Policy in its entirety. I understand its content and agree to abide by it during my 21-month (about 2 years) training period. The pregnancy policy can be found in the student handbook in its entirety.

By signing below, I acknowledge that I fully understand the pregnancy policy.

X

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Student's Printed Name

X

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Student Signature

## JRCERT Compliance Policy

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to quality and safety of patient care through the accreditation of educational programs in radiation and imaging sciences. Because of this dedication to the field of Radiologic Sciences, the JRCERT has put in place a method in which students are able to submit concerns regarding allegations of non-compliance.

If at any time a student believes that Vance-Granville Community College Radiography Program is not in compliance with any of the Standards set forth by the JRCERT, he/she should contact the JRCERT immediately. Students should be aware that this information will be held in strict confidence.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

The Radiography Standards as published by the JRCERT can be downloaded or viewed at:  
[www.jrcert.org/programs-faculty/jrcert-standards/](http://www.jrcert.org/programs-faculty/jrcert-standards/)

By signing below, I acknowledge that I have received information pertaining to and access to the Radiography Standards and the contact information for the JRCERT and understand that I should contact them if the Radiography Program is noncompliant.

X

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Student's Printed Name

X

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Student Signature

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